

COPY: EC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: April 22, 1946

FROM : C. H. CARSON

SUBJECT: ~~SUGGESTED SIS~~ ~~MANUAL~~ CHANGES

In order to maintain administrative practices in the SIS field as much in conformity with such practices in the domestic field as possible, it is believed that the SIS Manual should be changed to indicate that 90-day efficiency reports are not required when Special Agents arrive at SIS offices on transfer except when specifically requested by the Bureau, or in those cases where a Special Agent has not previously served on SIS. It is also believed that the SIS Manual should be changed to indicate that Agent and Clerical Conferences should be held semi-annually and that examinations and stenographic and typing tests are not required at these Conferences in the future. These changes have already been made in the domestic field and the Legal Attaches have been advised of them by memorandum.

RECOMMENDATION:

It is recommended that the SIS Manual be changed as indicated above. Suggested manual changes are attached.

Attachment.

GWH:tlc

APPROVED BY EXECUTIVES' CONFERENCE WITH  
MESSRS. TAMM, GLAVIN, HARBO, CLEGG, TRACY  
AND MUMFORD ATTENDING 4-24-46.

JKM

RECORDED

INDEXED

66-2554-4781

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61 APR 29 1946

INITIALS ON ORIGINAL

MAY 24 1946

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COPY: FC

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : THE EXECUTIVES CONFERENCE  
SUBJECT:

1/8/46

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, Mumford and McGuire considered the delay recently occasioned in handling the delivery of letters to Admirals Leahy and Inglis and are unanimous in making the following recommendations with the belief that they would eliminate such delays in the future:

1. That where time is not of the essence and the communication can be delivered at any time during the day of its date, instead of returning such communications to the Liaison Section for personal delivery they be delivered on the special messenger runs out of the Mail room. At the present time there are two daily deliveries, one in the morning and one in the afternoon, to the White House, State Department, Army, Navy and Admiral Souers. It is further recommended that these deliveries be increased so that a third special run would be made at 7:00 p.m. from Monday through Friday to handle the last specials signed in the Director's Office in the evening. Arrangements can be made through the Liaison Section for the receipt of such communications at the respective outside offices.

2. Where time is of the essence in such special letters, it is recommended that a legend slip be attached to the communication that it must be delivered immediately after signature. This would put the responsibility on the Mail Room to send it by special messenger immediately rather than waiting for one of the three runs.

3. If for some reason it is desired that the Liaison Section handle a given communication, it is recommended that a legend slip be attached thereto requesting that it be returned to the Liaison Section by special messenger after being signed and that a tickler of the communication be furnished to the Liaison Section at the time of the preparation of the communication so that if the original signed letter is not received promptly, the Liaison Section will be on notice to follow it up.

4. The Conference also considered the present practice of pulling yellows from the Attorney General's memoranda in the Director's Office and unanimously recommended against any change. This has been working out very satisfactorily and in view of the necessity for certain of these memoranda to get immediately to the Attorney General, it is felt that this most rapid method of handling such mail should be continued. To make exceptions as to routine or special memoranda would add additional burdens according to Mr. Nease, who expressed agreement with the recommendation of the Conference after considering all of the factors involved.

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61 APR 30 1946

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58 MAY 3 1946

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If the above recommendations are put into effect all of the mail going to the White House, State Department, Army, Navy and Admiral Souers will be routed from the Director's Office in the usual manner to the Mail Room on the regular Director's messenger run, with the exception of the very special letters which must be delivered immediately. The Director's Office will call a special messenger in those instances to get this mail to the Mail Room. It is suggested that the attached memorandum to all Bureau Officials and Supervisors go forward.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Director's notation: "All approved, but it is going to take something more than "orders" to make it work. There must be real alertness & teamwork upon part of all. H."

bs  
THE DIRECTOR

April 25, 1946

THE EXECUTIVE CONFERENCE

~~X~~ MICROPHONE INSTALLATIONS IN NEW YORK FIELD OFFICE

The New York Office presently has a microphone installation in each of six detention rooms located on the 30th floor; in two conference rooms located on the 2d floor; and in two conference rooms located on the 6th floor. The latter two are used as offices by the two ASACs. SAC Conroy has requested authorization to retain all of the existing microphones as an exception to recent Bureau instructions that the number be reduced to two in each field office. Conroy points out that the installations in the detention cells were made at the time the cells were built and their removal would involve considerable work. He also points out that these installations have been found valuable and at times more than one microphone installation in detention cells was needed.

After 5:30 P. M. all the New York office space is locked up with the exception of that on the 6th floor. Within the past month, one of the conference rooms on the 6th floor was used at night to record an attempt to bribe a Special Agent. Conroy points out that in the Philip Jaffe, et al, Espionage (R) case, two conference room installations were used simultaneously.

The Conference on April 24 composed of Messrs. Tamm, Glavin, Hendon, Clegg, Mumford, Tracy, and Harbo, was unanimously in favor of the following proposals for the New York Office:

- 1 - Allow existing microphone installations in the six detention cells to be continued;
- 2 - Authorize continuance of one installation on the 2d floor and one on the 6th floor.

This would result in the removal of two presently installed microphones.

There is attached for approval a letter to the New York Office in accordance with the foregoing recommendations.

Respectfully,  
For the Conference

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DATE 10/10/70 BY SP-SC/674

Clyde Tolson

66-3-4783  
F B I  
61 APR 30 1946  
RH

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

REH:AF

ORIGINAL COPY FILED IN 66-3-4783

THE DIRECTOR

APRIL 25, 1946

THE EXECUTIVES' CONFERENCE

UNITED STATES ATTORNEYS' CONFERENCE

The Executives' Conference on April 24, 1946, those present being Messrs. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, considered the matter of the United States Attorneys' Conference, which has formal meetings from May 22 - 24, 1946. The following recommendations were made:

1. Unanimously that, in addition to Mr. Clegg, one selected employee from the Security Division and another selected employee from the General Investigative Division be in full-time attendance at all sessions so that in the event some particular case is referred to in which the Bureau was involved the matter might be promptly handled at the time the subject is brought up.

2. It was unanimously agreed that all the members of the Executives' Conference, except Mr. Tamm and Mr. Tolson, should be assigned to contact various United States Attorneys, in addition to such members of the supervisory staff as have close acquaintances with United States Attorneys present.

3. Mr. Clegg recommended unless the Director can personally speak before this conference that instead of some other representative making a talk the Bureau presentation be in the nature of a panel forum with a number of Assistant Directors designated to constitute the forum. First questions in the United States Attorneys' minds will be asked and answered by the Assistant Director having jurisdiction. In order to put over to the United States Attorneys points which the Bureau desired to bring out, questions could be raised by a member of the panel who would be acting as sort of Master of Ceremonies and the Assistant Director having jurisdiction would be called upon to reply. This form of presentation, it was believed, might be a more interesting method of presenting data than the making of a regular talk. Messrs. Tamm, Glavin, and Harbo concurred. Mr. Tracy and Mr. Mumford felt that one representative should speak before the group and handle the entire presentation of the Bureau's problems, rather than having a panel forum.

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DATE 10/10/90 BY SP-5 CIB/DP

Respectfully,  
For the Conference

Clyde Tolson

X-66

E. A. Tamm

166-2554  
F B I  
55 APR 30 1946

HHC:LR

cc: Mr. Clegg

Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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THE DIRECTOR

April 25, 1946

THE EXECUTIVES CONFERENCE

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DATE 10/10/90 BY SP-5 CJP/ST

The Executives Conference on April 15, 1946, those present being Messrs. Tamm, Nichols, Tracy, Hendon, Harbo, Mumford, Rosen and Olegg, reconsidered the matter which was initially considered by the Executives Conference May 19, 1945 that a conference of police officials be held in Washington to establish standards in law enforcement. The conference of selected police officials would be divided into committees which would meet separately and deal with special problems and the committees which were recommended are the following:

1. The Committee on Selection Standards for Police Personnel
2. The Committee on Training Standards for Police Personnel
3. The Committee on Standards in Identification Methods
4. The Committee on Standards in Laboratory Procedures
5. The Committee on Standards in Police Equipment
6. The Committee on Standards in Traffic Law Enforcement
7. The Committee on Standards in Detective Bureau Operations
8. The Committee on Standards in Police Records
9. The Committee on Standards in Police Communications

Previous oral discussions concerning this matter brought out the facts that such a conference would be serviceable in fixing minimum requirements for scientific or laboratory personnel. For example, they could establish a standard that before a man is used as a scientific expert in such matters as document identification, he should be possessed of a minimum educational background and should serve an apprenticeship of so many months or years under someone already recognized as an expert and, thus, this would prevent the development of pseudo-experts throughout the country whose testimony would be given weight by the courts unless there was some established and recognized standard for preliminary training. This might contribute to eliminate the admissibility of evidence from so-called scientific quacks. There are lots of variations in traffic law enforcement methods, many of which could be standardized for the convenience of motorists and these standards could be established. Similarly, with each of the above committees certain standards which would be beneficial to law enforcement could be established and the Bureau properly would be able to maintain leadership in this field.

In May, 1945 the majority of the conference felt that such a meeting should not be favorably considered even as a post-war project.

The Director made the notation "there is a germ of a good idea here if it isn't started too pretentionously when ultimately considered." The matter was given further consideration at this time and all the members of the conference except Mr. Olegg were opposed to any further consideration being given to the suggestion.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

30 MAY 1 1946

MAY 2 1946



Mr. Clegg felt that it would be advisable to give  
favorable consideration to calling a meeting of selected police  
officers (and the IACP has nominated police officials recommended  
by the Bureau as a member of its police training committee) to again  
discuss training standards and to keep them in touch with the  
Bureau's training program in order to use the IACP as an instrument  
for promoting the Bureau's program.

Mr. Clegg also felt that there was some merit particularly  
to having a similar committee on standards in Laboratory procedures  
and standards in police records.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ADDENDUM: 4/29/46

Mr. Tamm concurs in the belief that a meeting of this  
kind would be advantageous, and desirable but feels the timing  
of the meeting is a very important factor. He feels that with  
the coming U. S. Attorneys Conference, the Traffic Conference and  
the President's Highway Safety Conference, it would appear  
inadvisable to hold this conference for the next several months and  
he suggests the matter be reconsidered about the first of September.

EAT:DMC

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

April 29, 1946

THE EXECUTIVE CONFERENCE

LABORATORY REPORTS TO POLICE AGENCIES -  
COPIES FURNISHED TO FIELD OFFICES

On April 25, 1946, the Conference considered the suggestion by Special Agent Charles A. Hardison, concurred in by SAC J. E. Thornton, that the Bureau discontinue the present practice of forwarding to the appropriate field office a copy of the Laboratory report on examinations made for local law enforcement agencies.

It was acknowledged that the reports have a limited use, since at times they serve as a talking point in making contacts with police officials. The Miami Office feels that as a practical matter it is doubtful that the benefits derived justify the time and effort required in the preparation and handling of the extra copy of the report.

The procedure under consideration has been in effect since 1939.

Messrs. Tracy, Hendon, Nichols, Mumford, Rosen, and Harbo felt that the present practice should be continued, since the absence of copies of Laboratory reports in the files for individual police agencies would indicate to the SAC that the facilities of the Laboratory are not being used by that department and he could have an appropriate contact on that information. On the average, only ten reports to police departments are prepared daily. The additional work in the Laboratory is confined to the preparation of an additional carbon copy. The additional work in the field office consists simply of initialing and filing the copy.

Messrs. Tolson, Tamm, and Glavin agreed with the suggestion of the Miami office, it being their opinion that as a practical proposition little benefit results and that the effort involved is not justified by the results produced.

Respectfully,  
For the Conference

Clyde Tolson

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DATE 10/10/00 BY SP-5 CJB

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

51 MAY 2 1946

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66-2554-4786  
166-2554-4786  
30 MAY 11 1946

THE DIRECTOR

April 15, 1946

THE JOINT COMMITTEE

SUGGESTION #34A

EMPLOYEE: SAC WEEKS

NEW ORLEANS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That only such technical equipment as may be reasonably usable, under a conservative estimate, be furnished to field offices. The SAC, as an example of furnishing too much equipment, points out that six Walkie Talkie Radio sets were designated for the New Orleans Office which seems to be excessive.

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The Committee feels that the present distribution of technical equipment is on a satisfactory basis. The amount of equipment furnished is conservative when taking into consideration emergency situations which may and do arise from time to time. The members of the Committee were unanimous

in the belief that six Walkie Talkie sets are not surplus to the possible uses of such equipment in an office the size of New Orleans. This is the largest metropolitan city in the South.

RECOMMENDATION:

That no change in the present distribution system be made.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously agreed that the present distribution system based upon contemplated needs of each office was satisfactory and did not require a change. In this regard it was pointed out that approximately 400 Walkie Talkie radio sets were obtained by the Bureau as surplus property from the armed services at no cost to the Bureau. Each office got at least four such sets and additional sets were supplied to other offices based upon their size, which accounts for six sets being furnished to New Orleans. Had this equipment been obtained on the commercial market the number of sets undoubtedly would have been cut down. The Conference likewise felt that six sets might not be surplus to emergency needs which may arise at New Orleans.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HHC:RS

58 MAY 2 1946

THE DIRECTOR

April 15, 1946

THE JOINT COMMITTEE

SUGGESTION #34B

EMPLOYEE: SAC WEEKS  
NEW ORLEANS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

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DATE 10/10/90 BY SP-5C/DM

EMPLOYEE SUGGESTS:

That the inventory of tires and tubes submitted to the Bureau each month be eliminated.

ADVANTAGES:

1. Since there is no longer such a critical shortage of such equipment, the need for a monthly inventory no longer exists.
2. The elimination of the inventory will save unnecessary compilations and correspondence, both in the field and at the Seat of Government.

DISADVANTAGES:

The shortage, while not as critical as in the past, is not completely eliminated and there is value to the Bureau in knowing how many tires and tubes are available in various field divisions so that orders may be placed and adjustment by the field offices accomplished.

RECOMMENDATION:

Unanimously that the monthly inventory of tires and tubes now required be eliminated and that such inventory be obtained from the field only at the discretion of and upon specific request of the Administrative Division.

EXECUTIVES' CONFERENCE CONSIDERATION:

EX-6

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The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommended that an inventory of tires and tubes be submitted to the Bureau on a semi-annual basis rather than monthly as at present. The Conference felt that since the shortage of such equipment is not as critical as it was during the height of the war, a six-month survey will serve the purpose.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Clegg

7 MAY 2 1946

HHC:RS



TO: THE DIRECTOR

DATE: 4/29/46

FROM: Mr. Edw. A. Tamm

SUBJECT:

The Executives Conference considered the question of holding additional SIS Training Schools and was unanimously of the opinion that no additional training schools should be scheduled, for financial reasons, until a sufficient time after the first of July to permit all travel incident to the school to be performed on the 1947 budget.

If you approve this recommendation, appropriate revisions in the proposed training school schedules will be prepared.

EAT:DMG

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36 MAY 1 1946

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51 MAY 2 1946

EX-21

THE DIRECTOR

APRIL 15, 1946

THE JOINT COMMITTEE

SUGGESTION #30-C

EMPLOYEE: SAC J. E. WILCOX  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
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DATE 10/10/90 BY SP-5 CJP/PH

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Schaidt

EMPLOYEE SUGGESTS: That the field offices be informed at an earlier date as to the enactment and approval of new laws affecting the Bureau's jurisdiction and operations, as well as new Presidential proclamations which similarly affect the Bureau's work. He could cite no specific example with respect to any legislation but cited a lapse of 43 days before his office was informed of a Presidential proclamation granting pardon to servicemen under certain conditions. The facts of this matter were that the proclamation was apparently dispatched by the White House to the Department and the FBI learned of its existence after the receipt of a memorandum from the Pardon Attorney, following which the necessary and regular procedures of preparing instructions to the field, approval of the Executives' Conference memorandum, printing of the instructions and the dispatching of them to the field were handled. At the present time the Chief Clerk's Office analyzes the Congressional Record and the Federal Register for any laws affecting the Bureau's jurisdiction and as was pointed out there was no specific instance of hurtful delay in connection with any such legislation.

In view of the fact that interpretations must be obtained from the Department at times as to the application of laws and in view of the further fact that any Presidential proclamation must be first communicated to the Bureau before action can be taken, it was believed no further steps were provided in this instance.

RECOMMENDATION: Unanimously that the procedure be as at present.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

37 MAY 1 1946

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen recommends that no action be taken at the present time since it is thought that the recent action adopted of having Mr. Carlson of the Training Division correlate information being sent to the field relative to new legislation will minimize any delays that may have occurred in the past.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

April 29, 1946

THE EXECUTIVE CONFERENCE

CREDENTIAL CARDS ISSUED TO LABORATORY TECHNICIANS

In the early war years, the practice was initiated of issuing credential cards to Laboratory technical employees in Grade CAF-7 and above.

For the past two years, this practice has been modified to the extent that no additional credential cards have been issued to employees who have been promoted to Grade CAF-7. This results in a lack of uniformity. In the Document Section there are more Grade 7 technicians without credential cards than there are with such cards. On the other hand, in the Cryptanalysis Section the majority of the employees have credential cards.

It was pointed out to the Conference that there is no need for the cryptanalysts and the document technicians who are not Special Agents to have credential cards in connection with their official duties. Accordingly, the Conference on April 25, consisting of Messrs. Tolson, Tamm, Glavin, Tracy, Hendon, Nichols, Mumford, Rosen, and Harbo, concurred unanimously in the following recommendations:

- 1 - That in the future Bureau credentials be issued only to technical personnel who are Special Agents; that exceptions be made in individual cases only when the credential card is essential in the performance of official duties.
- 2 - In order to create uniformity, that outstanding credential cards which are not in harmony with the policy enumerated in the foregoing recommendation, be collected from the employees with an appropriate explanation.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

H. A. Tamm

EX-21

ALL INFORMATION CONTAINED  
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DATE 10/10/90 BY SP-5 CJB

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: April 17, 1946

FROM : D. M. LADD

~~CONFIDENTIAL~~SUBJECT: GREGORY  
ESPIONAGEDECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 02-28-2011~~ALL INFORMATION CONTAINED~~~~HEREIN IS UNCLASSIFIED~~~~EXCEPT WHERE SHOWN~~UNDERGROUND SOVIET ESPIONAGE ORGANIZATION  
(NKVD) IN AGENCIES IN THE U. S. GOVERNMENT

As a result of certain suggestions made in the recent Communist Supervisors Conference held here at the Bureau on April 8-9, 1946, and particularly from information received from the Washington Field Office by letter dated March 22, 1946, the following suggestions and observations were made concerning the Bureau's coverage with respect to Communist Party activities in the Government, including known and suspected Russian espionage agents.

It was pointed out that there are a tremendous number of persons employed in the United States Government and in the respective headquarters offices of the mass unions in Washington who are Communists and strive daily to advance the cause of Communism and destroy the foundations of this government. It was further pointed out by the Washington Field Office that these people operate without Communist Party affiliations; that they do not carry membership cards or other identifying data, and on the rare occasions when they are questioned, such as in the case of the Hatch Act interviews, they freely perjure themselves in deny any connection with Communism or any of its front organizations. Many of them, when investigated as Hatch Act subjects several years ago, held minor positions in the government, but today have risen to positions wherein they actually formulate policies in the agencies where they are employed. Such departments include the State, Treasury and Commerce Departments, as well as FEA and OSS. It was pointed out that during the investigation of the Gregory case, American citizens were acting as Soviet espionage agents and that there may be other cases in the future referred to the Bureau wherein United States citizens who are government employees may be involved.

The Gregory case has further developed a field of zealous known Communists and alleged Communists who operate daily in the legislative field, such as Charles Kramer, who is on the Kilgore Committee and who, you may recall, recently prepared a speech all or in part for Senator Claude Pepper which was entirely pro-Russian in structure. Other individuals known to be exerting pressure on Congressmen and witnesses before Congressional Committees are Richard and Elizabeth Sasuly, the latter being connected with the United Agricultural Canning and Allied workers Union - CIO. It is known that the Sasuly's are intimate friends of Nathan Gregory Silvermaster and his wife and also are friends of Lee Pressman, General Counsel of the CIO.

The Bureau's attention was invited to the fact that with most of the intelligence and counterespionage organizations of the United States Government virtually in the process of disintegration and losing their best men, that the Bureau stands as the one bulwark against the peril of Communism and the only organization capable of collecting and correlating the mass of information and activity which is centered in Washington and which naturally gravitates toward the

FLJ:cmw

52 MAY 3 1946

Classified by 3042 PWT/DB

Declassify on: OADR

Exempt from GPO

RECORDED 100-2554-4792

FBI

MAY 1 1946

INITIALS ON ORIGINAL



Memo for the Director

capital of the country, where Communist influences find their ultimate expression in seeking to influence the sources of government control. ~~CONFIDENTIAL~~

The Washington Field Office letter suggested that the Bureau consider instituting a long-term plan of security intelligence of Communistic activity within the District of Columbia designed to identify the Communists and their followers and to develop a comprehensive knowledge of their field of influence, methods of operation and the identity of their associates, so that the government, in the event of war and other crises, may be enabled to act with swiftness and sureness on as large a scale as the situation may demand.

The Washington Field Office further suggested that in order to institute such a program a gradual, carefully supervised expansion of the Bureau's technical coverage should be commenced and that the various Communistic fields should be systematically probed so that the Bureau may become intimately acquainted with the over-all Communist picture in Washington and remain on top of the situation until international and domestic conditions become more settled. It was suggested that technical coverage of Russian activities be expanded to include [redacted] and Russian War Relief. ~~(X)~~

b7E

The Washington Field Office submitted the following recommendations with its letter mentioned above:

1 - It is requested that the Bureau give consideration to the expansion of technical coverage on individuals and organizations believed to be Communist as part of a long-term intelligence program. This program would include 30-90 day technicals on individuals believed to be Soviet espionage agents or Communist Party members or individuals who follow the Communist Party known to be active in government groups and policy-making unions. This coverage should be rotated and handled in a flexible manner in order that the Bureau will be kept abreast of the Communist picture in Washington, D. C.

2 - In order that the above plan may be supervised and directed properly it is suggested that the Bureau set up a desk staffed with personnel having proper Communist background to constitute a research group on Communist and Russian activities in Washington, covering the government, unions and general field, as well as rank and file cards carrying Communists in the District of Columbia. Such a desk would have access to the Silvermaster material, as well as material furnished by those agencies working on Russian and general Communist matters; material from other offices and from the section working on Communist matters generally at the Bureau would, of course, be available. ~~(X)~~

b7E

3 - In connection with the first two suggestions, it is believed that the Bureau may desire to give some study to the [redacted], particularly if the suggested course of action involved any substantial increase in the technical coverage, in order that such coverage would not interfere with phone service through the utilization of their limited number of trunk lines. It was suggested that the Bureau might deem it advisable to consider [redacted]

[redacted] which would obviate the need of utilizing so many trunks of the telephone company. ~~(X)~~

~~CONFIDENTIAL~~

Memo for the Director

ACTION:

With respect to the above suggestions submitted by the Washington Field Office, the following observations are being made:

Concerning suggestion number 1, it is agreed that expansion of technical coverage on known and suspected Communist Party members should be effected on a gradual scale and on a spot-check basis, and this coverage will be expanded on a highly selective basis as requests are received by the Bureau from the field. However, it is known that the technical coverage is limited in Washington, due to

[redacted] and because of the existing relations with the local telephone company. It would appear that the main problem is not availability of trunklines [redacted] but whether or not the telephone company will go along with a program of allowing technical coverage of Government employees believed to be Communists working on behalf of the Soviet government. The telephone company is not as cooperative today as it was during the war when its cooperation was on the basis of assisting in the national defense of the country. [initials]

b7E

With regard to the suggestion that the Bureau set up a desk to supervise, correlate and conduct research on Communist and Russian activities in the District of Columbia, including the Gregory case, it is pointed out that under the present likewise responsible for the Cogog case, which case reflects the activities of Communist Party members and suspected Communist Party members on behalf of the Communist government group in Washington. This Supervisor also handles related matters pertaining to government employees with pro-Communist and pro-Russian leanings. This Supervisor is routed technical logs submitted by the Washington Field Office on Communist organizations and information concerning those individual in the government mentioned in these logs is therefore brought to his attention. Indices are also being maintained on known and suspected NKVD agents in the United States, which, of course, includes those in the District of Columbia. [initials]

Concerning the suggestion that an [redacted] is being instructed to survey the possibilities of [redacted]  
[redacted]  
[redacted]  
[redacted]

b7E

A letter to the Washington Field Office is attached hereto for your approval.

Attachement

APPROVED BY EXECUTIVES' CONFERENCE WITH  
MESSRS. TAMM, GLAVIN, HARBO, CLEGG, TRACY  
AND MUMFORD ATTENDING 4-24-46

JKM

Director's notation: "OK H."

OK H.

COPY:FC

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C.

April 10, 1946

MEMORANDUM FOR MR. TOLSON

Re: LABORATORY QUARTERLY REPORT

There is transmitted herewith the narrative and interesting case report for the Laboratory for the first quarter of the calendar year 1946. Copies are being sent to Messrs E. A. Tamm, Glavin, and Nichols for their information.

Respectfully

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-5 CJP/BJ

R. T. Harbo.

Attachment

ADDENDUM: 4-15-46 Unless this type of report is needed quarterly by some other Division, I recommend we discontinue preparing it, except on an annual basis for the Bureau's Annual Report.

cc - Mr. E. A. Tamm  
Mr. Glavin  
Mr. Nichols

RTH

(Mr. Leonard Approved by Executives Conference on 4-17-46, composed of  
(Mr. Jones Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Mumford, Rosen and Harbo.

61 APR 30 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

April 25, 1946

THE JOINT COMMITTEE

SUGGESTION #45-B

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/10/90 BY SP-5 CJP/DH

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

SUGGESTION:

That the ~~assignment~~ of cases to police for investigation be discontinued.

ADVANTAGES:

1. The police cannot handle investigative work as well as can the Special Agents.
2. Reasons for assignment of cases to police do not exist to the extent they did during the height of the war emergency.
3. It is very difficult to obtain good reports from police agencies.

DISADVANTAGES:

1. There is no present requirement that cases be assigned to police and it is entirely on a permissive basis.
2. In certain offices, particularly territorial offices such as San Juan, it is necessary for the police to handle a large number of cases and the advantage of their services should be permitted as at present.
3. If certain types of cases can be assigned to police in view of the present shortage of Agent personnel this should be done.
4. In support of his suggestion Mr. McCabe indicated that in his opinion we should go back to our old procedure of handling our own work, calling on the police only when it is necessary for assistance. This is exactly the way investigations are now handled and hence there is no action necessary with respect to the suggestion.

RECOMMENDATION:

Unanimously opposed.

RECORDED  
&  
INDEXED

166-2554-4794

37 MAY 1 1946

RCH:PJY

EX-6

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, unanimously opposed the sugges-

The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Rosen and Tolson, unanimously opposed the sugges-

Respectfully,  
For the Conference

Mr. Clegg  
Mr. Hendon

Clyde Tolson

E. A. Tamm



THE DIRECTOR

APRIL 15, 1946

THE JOINT COMMITTEE

SUGGESTION #30-B

EMPLOYEE: SAC J. B. WILCOX  
BUFFALO FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-5C/BW

EMPLOYEE SUGGESTS:

That some capable Chief Clerks from field offices be brought to the Seat of Government to conduct a survey of the filing situation at the Seat of Government with a view to simplifying procedures and expediting the obtaining of files. This SAC points out that when he was at the Seat of Government it sometimes was necessary to wait two or three weeks before obtaining a file and in his subsequent conversations with Agents assigned to the Seat of Government from time to time he believes this procedure has not changed. It might be pointed out that in the early days of the war with the vast increase in incoming communications and the extremely heavy load on the file room and the shortage of personnel this was frequently true. The condition, however, has been corrected.

ADVANTAGES:

1. It might acquaint the Chief Clerks of the field with the problems at the Seat of Government and thus obtain better compliance by these employees with Bureau requirements, such as preparation of abstract slips in better form.
2. Theoretically these Chief Clerks might be able to make suggestions of value for filing at the Seat of Government.

DISADVANTAGES:

1. The indexing and the filing systems at the Seat of Government implemented as they are with abstract slips and other aids and administrative requirements are substantially different from the problems which exist in the field, particularly in the smaller offices where but few cross references are usually found for any one subject; while at the Seat of Government where there are vast quantities of files these cross references might run into hundreds, thus complicating the situation here and a field office system would not be applicable to improve the situation.
2. The suggestion appears to suppose very naively that any difficulty in the Seat of Government's filing system could very readily be corrected by a field employee having no prior experience with Seat of Government files.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

HHC:ER

RECORDED

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57 MAY 2 1946

3. During the course of inspections the Files Section of the Bureau has had the benefit of the advice of the most experienced Inspectors in the entire Bureau's service who are acquainted both with field and Seat of Government problems and who are far more competent to render valuable suggestions than clerks of field offices.
4. Chief Clerks of field offices have with regularity during annual Chief Clerk conferences made detailed tours of the Records Section and have had detailed explanations given as to each step and the procedure followed which provides an opportunity for suggestions to be submitted as they are solicited at least annually.
5. The problems are so totally different in the field and at the Seat of Government that Seat of Government clerks from the Records Division upon transfer to field offices are practically in the status of new employees and must learn from the start all field office procedures.

RECOMMENDATION: Unanimously unfavorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen are in agreement with the Special Committee and feel that absolutely no purpose would be served through having Chief Clerks from field offices make surveys of the Records Section at the Seat of Government. They feel that all the disadvantages listed are pertinent and that the problems of field office files sections and the Records Division at the Seat of Government are so widely diverse that any time spent as suggested by SAC Wilcox would be a loss.

Mr. Tolson feels that conceivably some suggestions of value might be obtained from field office Chief Clerks and recommends that the best three Chief Clerks in the field be brought to Washington after July 1, 1946 for the purpose of studying our systems with a view to simplification.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

*I agree. We can always  
learn something & any  
time we can get to take  
the "kinks" out of our  
systems here & there are  
always too many "kinks"  
existent, should be welcomed.*

*H*

THE DIRECTOR

4/25/46

THE JOINT COMMITTEE

SUGGESTION #94

EMPLOYEE: SAC G. N. WILLIS, HOUSTON

~~CONFIDENTIAL~~

MEMBERS PRESENT:

H. H. CLEGG

E. E. CONROY

R. C. HENDON

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

EMPLOYEE SUGGESTS:

That coded messages indicate on the face whether upon receipt they should be immediately decoded or whether the decoding can be routine. (X) W

ADVANTAGES:

1. At the present the code books are maintained in the office safe, the combination of which is known only to the SAC, the Assistant SAC, and one or two other employees and is not available to the night clerk. Accordingly if a coded message is received after hours it is necessary for the SAC, Assistant SAC, or the employee knowing the combination to come to the office to make the code book available. (X) W
2. At the present time there is no way to determine from the face of the message whether it needs immediate or routine handling.

DISADVANTAGES:

1. Coded messages require some time for decoding and the fact that they are sent by teletype indicates they are to receive expeditious attention and consequently the decoding process should start immediately after receipt.
2. The security of the code, particularly the "C" code, makes it necessary that it be fully protected through maintenance in the office safe and thus the infrequent inconvenience required to make it available to a night clerk must be undergone.
3. In the ordinary office very few coded messages are received during the late hours.

RECOMMENDATION: Unanimously unfavorable

RCH:HD

EX-12

EXECUTIVES CONFERENCE CONSIDERATION: The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen, and Tolson, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

Classified by SP-5 ci/bk  
Declassify on: OADR

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED  
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DATE 10/6/90 BY SP-5 ci/bk

MAY 2 1946

Mr. Clegg  
Mr. Hendon

~~CONFIDENTIAL~~

THE DIRECTOR

April 19, 1946

THE JOINT COMMITTEE

SUGGESTION #45-A

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5CJ DAP

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

SUGGESTION:

I. That ~~confidential~~ informant files be consolidated in the field offices so that one file would contain both confidential National Defense and confidential General Investigative Informants.

II. That T symbols rather than permanent symbols be utilized to designate confidential informants with the identity being shown on a separate page attached to the investigative report.

III. That the rule that informants shall not be contacted more frequently than every 30 days without authorization from the SAC, be changed to provide that they should not be contacted promiscuously so as to curtail their usefulness by contacts on frivolous matters.

ADVANTAGES:

I. One file rather than two might eliminate some little administrative effort.

II. By use of the T symbol the identity of the informant would always be available to any Bureau supervisor or employee reading a report without reference to a symbol file.

III. A change in the rule as to not contacting informants more than once every 30 days without the approval of the SAC would leave such contacts more to the discretion of the Agent without need to confer with the SAC.

DISADVANTAGES:

I. (a) Confidential National Defense and confidential General Investigative Informants are two totally unrelated types of informants and should be handled in a separate manner.

(b) Even if the Criminal and National Defense Informants were joined, in order to properly handle the index cards they necessarily should be segregated into at least two sections which in effect nullifies the suggested combination.

(c) In the average office different Agents are interested in the different types of informants and their separation makes them more easily available to those Agents.

(d) The two files may be kept side by side which gives any advantages which a combination of the file might achieve.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

57 MAY 2 - 1946

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(e) Special conditions may arise from time to time particularly in the security field requiring special instructions and special handling of National Defense Informants which makes it valuable to have them segregated as to class.

II. (a) The exclusive use of T symbols rather than permanent symbol numbers would require additional clerical work in attaching a page to every report, whereas at present a great number of reports quoting confidential informants need have no special page attached since the permanent symbol number is on record at the Bureau.

(b) Agents and supervisory officials both in the field and at the Seat of Government become familiar with the identity and reliability of informants by permanent symbol number alone, which advantage would be lost through the use of T symbols.

(c) The use of permanent symbol numbers which are indexed each time they appear in investigative reports at the Seat of Government makes it easier to ascertain at any given time all information which a particular informant has furnished to the Bureau.

III. The frequency of contacts with informants for control against promiscuous contacting is better maintained through the existing rule.

RECOMMENDATION: Unanimously opposed.

RCH:FJ *[Signature]*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, unanimously opposed this suggestion.

RCH:ER

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*[Signature]*  
E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy



THE DIRECTOR

APRIL 17, 1946

THE JOINT COMMITTEE

SUGGESTION #31

EMPLOYEE: SAC W. G. BARLISTER  
LUTTE FIELD DIVISION

ALL INFORMATION CONTAINED  
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DATE 10/10/40 BY SP-5 CLK/MB

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau issue instructions to the effect that  
copies of reports in unknown subject cases not be designated  
unnecessarily for United States Attorneys.

ADVANTAGES:

1. He has observed that from time to time reports are received automatically designating copies in unknown subject cases for United States Attorneys.
2. Ordinarily United States Attorneys are not interested in an unknown subject case and the designation of copies for him is useless and merely burdens the United States Attorneys.
3. If at a later date the subject is identified, copies of pertinent reports at that time can be furnished to the United States Attorney.

DISADVANTAGES:

1. Reiterates a rule that unnecessarily exists. It is felt this is superfluous.

RECOMMENDATION:

Mr. Conroy is opposed upon the basis there is no necessity to reiterate the present rule.  
Messrs. Scheidt, Clegg and Hendon recommend favorable that the attached bulletin be sent to the field.

HHC:IR

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommended that the attached Bulletin go forward to the field to eliminate the unnecessary designation of copies of reports in unknown subject cases for U. S. Attorneys.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

Hendon

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1946

THE DIRECTOR

April 26, 1946

THE EXECUTIVE CONFERENCE

PORTABLE FM RADIO EQUIPMENT

We have 330 new FM walkie-talkies which have been distributed among the field offices. They are all designed for battery operation. The Conference considered the desirability of obtaining a limited number of adapters which would make it possible to use the walkie-talkie equipment without batteries, using instead the regular house current as a source of electricity. The adapters cost approximately \$50 each.

The Conference also considered the suggestion of Mr. Conrad that the Bureau purchase enough sets of the recently improved model of 60 watt portable radio transmitter to furnish one to each office. This transmitter is housed in two medium-size luggage cases for purpose of disguise and the combined weight is only 54 pounds. The estimated cost of these transmitters would be from \$500 to \$600 each.

The Conference was advised by Mr. Glavin that there were no funds available at present for the purchase of such equipment.

The Conference, consisting of Messrs. Tamm, Glavin, Hendon, Clegg, Mumford, Tracy, and Harbo was unanimously of the opinion that no action should be taken at present but that this matter should be reconsidered after July 1.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
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DATE 10/10/90 BY SP-5/BJP

cc-Mr. Clegg  
Mr. Hendon

BTH:AF

RECORDED

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166-2554-4799  
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36 MAY 1 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Mumford  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

57 MAY 2 1946

THE DIRECTOR

APRIL 23, 1946

THE JOINT COMMITTEE

SUGGESTION #106-D

EMPLOYEE: IN-SERVICE CLASS #9

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Director, when possible, make it a practice to appear personally before all Agents' classes.

ADVANTAGES:

1. This would give all Agents the benefit of the Director's personal instruction.
2. It would give all of them the benefit of personal contact with him, adding to enthusiasm and morale.

DISADVANTAGES:

None

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/98 BY SP-5 C. B. J.

RECOMMENDATION: The Committee feels that this would be an excellent thing but at the same time recognizes that due to the daily press of duties and commitments confronting the Director it is impossible for him to follow this practice, and that he has no choice in the matter.

RCH:ER

EXECUTIVES' CONFERENCE MEMORANDUM:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen was unanimously in agreement with the Special Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm  
RECORDED

INDEXED 36 MAY 1 1946

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clegg  
Hendon

MAY 2 1946

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THE DIRECTOR

4/25/46

THE JOINT COMMITTEE

SUGGESTION #95

EMPLOYEE: D. K. BROWN, SAC, SAVANNAH

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/10/90 BY SP-5 UBA

MEMBERS PRESENT: H. H. CLEGG  
R. G. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That #3 Register Cards be filed by date rather than by individual Agents. Prior to a recent change the suggested system was followed.

ADVANTAGES:

1. Some clerical time is saved if these cards are filed by date since it is only necessary to take them from the register book and place them in the index file cabinet while the present system requires that they be filed individually by the name of the Agent.
2. The destruction of the cards is facilitated because the cards as a group may be withdrawn from the file cabinet for destruction when they have reached a year's age.

DISADVANTAGES:

1. Whenever the cards are utilized subsequent to filing the interest is almost invariably confined to the activities of a particular Agent and all of his cards are reviewed at the same time. Under the suggested procedure it would be necessary to pull each of these individual cards from where they would be filed by date which is an extremely laborious process.
2. It is particularly helpful on field office inspections to have them filed by Agent.
3. When checking to see if Agents are submitting daily reports the #3 Cards can more readily be checked if filed alphabetically and the same is true as to expense accounts, leave records and other administrative devices.
4. In making up the monthly administrative report to show the number of days on duty for individual Agents, they are already in order for this check if filed alphabetically.

RECOMMENDATION: Unanimously unfavorable.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, those present being Kosars, Tracy, Harbo, Tamm, Hendon, Mumford, Rosen, and Tolson, were unanimously opposed to this suggestion.

EX - 12

Respectfully,  
For the Conference

36 MAY 1 1946

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg

MAY 4 1946

THE DIRECTOR

APRIL 23, 1946

THE JOINT COMMITTEE

SUGGESTION 106-A

EMPLOYEE: IN-SERVICE CLASS #9

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/10/96 BY SP-5 C/BW

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
T. Scholdt

EMPLOYEE SUGGESTS:

That an automobile be specifically assigned to each Agent who would be held responsible for the condition thereof but that he be required to inspect it no more frequently than once each three months.

ADVANTAGES:

1. It would eliminate the administrative requirement that an Agent inspect the automobile once each month.
2. The assignment of a car to each individual Agent would perhaps tend to increase the feeling of responsibility for the condition of the car in the Agent.

DISADVANTAGES:

1. An inspection once each three months is insufficient to keep an automobile in good operating condition and the Agent in Charge must know at least as frequently as once per month as to the condition of such equipment.
2. It is the present policy of the Bureau to assign an automobile where possible to an individual Agent who is responsible for its condition. Of course, this cannot be done in all instances since the Bureau does not have an automobile for each of its investigative personnel.

RECOMMENDATION:

Unanimously unfavorable.

ECB:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen was unanimously opposed to this suggestion.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

57 MAY 2 - 1946

66-2554-4802  
Clyde Tolson  
E. A. Tamm  
MAY 1 1946



THE DIRECTOR

4/25/46

THE JOINT COMMITTEE

SUGGESTION #93

EMPLOYEE: SAC R. F. GLEASON, NEW HAVEN

MEMBERS PRESENT: H. H. GLEGG E. E. CONROY  
R. C. HENDON E. SCHEIDT

EMPLOYEE SUGGESTS: That the territorial allocation list be published in booklet form so that it may be inserted in Postal Guides.

ADVANTAGES:

1. The territorial allocation list is without value except in connection with its use with Postal Guides.
2. It would add to general efficiency if the two were made available together.

DISADVANTAGES:

1. This would be a more difficult printing and binding job in the Mechanical Section.
2. The territorial allocation list can be inserted in the Postal Guide at present by simply folding it.
3. It is presently mimeographed for distribution at the least possible expense.

RECOMMENDATION: Unanimously unfavorable.

hhe;hd

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HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-SCI/PAW

EXECUTIVES CONFERENCE CONSIDERATION: The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen, and Tolson, unanimously opposed the suggestion.

Respectfully,  
For the Conference

RON:ER

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

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THE DIRECTOR

April 17, 1946

THE JOINT COMMITTEE

SUGGESTION #44-B

EMPLOYEE: SAC L. O. TEAGUE  
ANCHORAGE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-5 ci bap

MEMBERS PRESENT: R. G. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

SUGGESTION: That extreme care be exercised to insure that items  
of interest to Agents be placed in Bureau bulletins  
rather than in SAC letters.

ADVANTAGES: 1. Where items are included in SAC letters which must be  
brought to the attention of Agents it is often necessary to  
prepare office memoranda for distribution to the Agents in the field.

2. Administrative work and difficulty arise in the distribution  
of information to the Agents.

3. Upon the receipt of an SAC letter in the field which con-  
tains information which should be conveyed to all of the Special Agents of the  
office there are a number of courses which may be pursued for the dissemination  
of that information, namely, (a) placing the information on the bulletin board  
with a chart attached containing the names of all of the Agents for their  
initials; (b) placing this information in a looseleaf booklet with a page  
attached containing the names of the Agents of the office in order that their  
initials may be placed thereon showing they had read the communication; (c) making  
a mimeograph copy of that portion of the SAC letter containing the information  
to be given to the Agents; (d) dictating a digest of the information set forth  
in the SAC letter to be used as an office memoranda for transmittal to all of  
the Agents; (e) discussing the material in the SAC letter at the next Agents  
semi-annual conference; (f) routing the material to the supervisors within the  
office in order that they might discuss that material with each of the Agents  
at convenient times upon their arrival at the office.

4. It will be noted that in a number of the cases set forth  
above the material has to be retyped in 52 field offices of the Bureau for  
dissemination. That method is the most rapid for purposes of dissemination.  
When the material is placed on the bulletin board or in the bound booklet ex-  
perience shows that there is always a considerable delay often extending into  
a period of three to four months before the material is read by the Agents.  
Where it is taken up in an Agents' Semi-Annual Conference there might be a delay

approaching six months and there might be so much material to be read to the  
Agents that the regular program is stretched out. Where it is conveyed to the  
Agents by word of mouth the procedure becomes laborious.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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**DISADVANTAGES:** 1. SAC Teague fails to point out any specific instances in which material has been improperly included in an SAC letter. The Committee reviewed a large number of recently issued SAC letters and were in agreement that there was reason for inclusion of the material in such a letter rather than in a bulletin, although recognizing that there have been instances in the past where the material could have been better placed in Bureau bulletins.

2. The purpose of an SAC letter is entirely different from that of a bulletin and ordinarily it was not intended that material included in an SAC letter should be distributed to all investigative personnel. For example, material of purely an administrative nature, material in which the original source of information must be protected to the utmost, material of interest to a limited number of Agents such as a special squad, the material of a highly confidential nature and the material setting a policy for the guidance solely of the Agent in Charge in the administration of his office, are included in SAC letters. On the other hand the material not of a highly confidential nature and of general investigative interest is placed in Bureau bulletins.

3. Under the present procedure the supervisor at the Seat of Government dictating instructions to the field originally considers whether it should be in bulletin or SAC letter form. The Assistant Director of the Division then passes upon the same question. The Assistant to the Director likewise makes a determination thereby. The same question is carefully considered at the Executives Conference when the instructions are approved and after approval by the Director all of the instructions are routed through the Training and Inspection Division where the form thereof is again passed upon specifically and if there is doubt the question as to whether it should be a bulletin or an SAC letter is again raised and decided upon in a conference with those concerned. It is felt that this procedure presently being followed insures proper distribution of instructions.

4. The nature of the material to be distributed is the determining factor, and not solely the difficulty in subsequent distribution of the information to other office personnel, as to whether it should be put out by SAC letter or Bureau bulletin even though some distribution thereafter must be made to certain if not all Special Agents. In other words it is sometimes necessary because of its confidential nature or for other reasons to include material in an SAC letter fully recognizing that the SAC will have to take steps for its distribution to many if not all of his employees.

**RECOMMENDATION:** 1. That a letter be sent to all SACs explaining specifically the purpose served by SAC letters to eliminate any confusion that seems to presently exist.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

2. That the present system of handling this material at the Bureau continue since it has eliminated past difficulty to a great extent.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, unanimously agree with the Joint Committee that a letter should be sent to all SACs explaining the service served by SAC letters to eliminate confusion and that the present system of handling SAC letters and bulletins continue.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RGH:ER

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

APRIL 15, 1946

THE JOINT COMMITTEE

SUGGESTION #30-A

EMPLOYEE: SAC J. B. WILCOX  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5 CJP/XP

MEMBERS PRESENT: H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That less detailed inventories of field office property be required in maintaining regular inventories in the future. He cited that although the rule was that articles costing less than \$5.00 should not be inventoried yet such things as automobile chains are still required. The Chief Clerk's Office advised that in meeting and foreseeing the demand for automobile tire chains prior to each winter period it is important to know how many cars and also how many chains are available in each division, thus this exception has been administratively made in interpretation given to the field by the Chief Clerk's Office.

ADVANTAGES:

1. Less typing and less clerical work would be involved in simplifying the inventory.
2. Less trouble would be involved in taking the biennial inventory if small items could be eliminated therefrom.

DISADVANTAGES:

1. The inventory is now submitted by field offices once each two years and a standardization of the articles and items required to be listed by each field office is necessary in order that the inventories at the Seat of Government may be complete and uniform.
2. Such articles as tire chains have to be purchased by the Bureau in advance during shortages of materials so as to equip field offices and such exceptions as this appear to be justified.

RECOMMENDATION:

1. The Committee unanimously recommends that the present practice of field offices making an inventory once each two years be continued.

2. That in the years when inventories are not submitted by

field offices Inspectors obtain a copy of the Seat of Government inventory for each field office and make a detailed check and reconciliation of this inventory with the material found in the field office thus the inventory at the Seat of Government would be reconciled once yearly. This would also eliminate the present requirement for a detailed inventory check at each inspection thus shortening the time required to make field office inspections.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Losen unanimously agreed with the Special Committee that the present practice of field offices making an inventory once each two years be continued and that no change be made as to the monetary provisions.

With the exception of Mr. Hendon, the members of the Conference felt that instructions recently adopted to the effect that Inspectors each time they make a field office inspection should reconcile the inventory with a copy of the inventory on file at the Seat of Government, should remain in effect.

Mr. Hendon is in agreement with the recommendation of the Special Committee that the Inspectors should make the inventory for purposes of reconciliation only in those years when the field office does not submit an inventory. He points out that at the present time it is required that the field offices submit a complete inventory every other year. He does not see any purpose to be served through having an Inspector during the same year make a complete inventory and reconciliation which in turn must be checked by the inventory employees at the Seat of Government. He feels that with the field offices submitting an inventory one year and Inspectors making reconciliations during the next year, all necessary purposes will be fulfilled with a minimum amount of work at the Seat of Government, plus shortening the amount of time required for many of the field office inspections.

Respectfully,  
For the Conference

✓  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

RGH:DW

*I agree*  
*[Signature]*

THE DIRECTOR

April 12, 1946

THE JOINT COMMITTEE

SUGGESTION #28-A

EMPLOYEE: SAC D. A. BRYCE  
OKLAHOMA CITY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5 CPH/2

MEMBERS PRESENT: H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau consider permitting SACs to qualify designated Bureau speakers to appear at luncheons without first getting Bureau authority. It appears that Mr. Bryce has given too rigid an interpretation to the instructions which have been issued as he feels that he must seek and obtain Bureau authority before he can effect a substitution which is not the case. It is also believed that there is too general a misunderstanding on the part of the Agents in Charge as to what they should do and also as to the obligations on the SACs to make an adequate number of speeches.

ADVANTAGES:

1. This can be done at present and all the advantages pointed out by Mr. Bryce are recognized.

DISADVANTAGES:

1. Any modification of the existing rule will take the heat off the SACs who are not making an adequate number of speeches, and it is not believed any modifying instructions should be sent out.

RECOMMENDATION: That Assistant Director Nichols be authorized to place a stop to any field office where the records show the performances have not been up to standard in order that he can discuss this matter personally by telephone with each SAC and in doing so that he point out specifically:

(a) That each SAC should endeavor to make at least an average of one speech per week which only a few SACs did last year.

(b) That the matter of other engagements of importance, such as contacts, which would prevent the appearance of the SAC personally at some of these meetings should be recognized as a legitimate function of an SAC which might prevent his accepting requests for speaking engagements when they are in conflict with important contact meetings.

(c) That an opportunity should be provided when an SAC cannot attend or the supervisory staff in the office to be given experience and training in appearing before groups as speakers.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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(d) That other Agents who appear to be basically well qualified to handle speaking engagements be given opportunities from time to time to appear before groups in the division for the purpose of developing them.

(e) Consideration should be given to having Resident Agents speak in their respective territories in order to become acquainted with representative citizens if the Resident Agent is well qualified.

(f) Such speeches given before religious groups and veteran groups be given by Agents of similar affiliations when well qualified.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 16, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tamm, Tracy, Hendon, Ladd, Rosen, Nichols, and Clegg, considered the above matter. Messrs. Tolson, Tamm, Nichols and Glavin recommended that the present rule be continued in full force and effect. This rule set out in SAC Letter dated March 12, 1946, #28, is to the effect that speaking engagements must be handled personally by the SAC unless he has another commitment or unless an emergency exists when the Agent in Charge is unable to accept a speaking engagement, the Assistant SAC should be designated. In the event both the Special Agent in Charge and the Assistant SAC are unable to accept an invitation the supervisors in the office should be designated in order of seniority to fulfill speaking engagements and in the event none of these administrative officials are available it is then permissible to authorize a Special Agent approved as a speaker. Justification for designating a Special Agent and the reason as to why the Special Agent in Charge is not personally to handle that engagement must be furnished to the Bureau.

Messrs. Tracy, Hendon, Harbo, Ladd, Rosen, and Clegg recommended the adoption of the recommendation of the Joint Committee.

RCH:ER

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Rosen

THE DIRECTOR

APRIL 23, 1946

THE JOINT COMMITTEE

SUGGESTION #106-B  
EMPLOYEE: III-SERVICE #9

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 Cj/1000

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That when a case is assigned to a Special Agent the file of pertinent serials should be routed to him with the duplicate assignment card.

ADVANTAGES:

1. Upon the receipt of the assignment the Agent would also have the file or serials immediately available upon which he is to base his investigative activity.
2. This would eliminate the cross requests which might arise through the serials' being routed to him separately while he was making an independent request for the file for such serials.

DISADVANTAGES:

1. This is the ordinary practice in field offices at the present time.
2. It seems to be a matter on which there was no need to set a hard and fast rule.
3. In many cases the complaint is received verbally and as a consequence there are no serials to be routed to the Agent.
4. When cases are being reassigned it might occur that serials are not available since at the same time the Agent to whom the case was previously assigned is advised to return the serials to the Chief Clerk's Office.
5. The case might be assigned to one Agent and other Agents may have leads requiring serials being sent to them without receiving assignment cards.

RECOMMENDATION: Unanimously unfavorable

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

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Unanimously opposed by the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

106B  
Hendon

57 MAY 2 - 1946

THE DIRECTOR

April 17, 1946

THE JOINT COMMITTEE

SUGGESTION #159

EMPLOYEE: SAC HOOD

LOS ANGELES FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 C/baf

EMPLOYEE SUGGESTS:

That ~~sources of~~ information cards be filed under the cities where the source of information is located alphabetically by type of information instead of alphabetically by name of the source of information. At present it is permitted in small towns where there are but few sources of information to file alphabetically without subdivision and in larger divisions by some classification of the type suggested.

ADVANTAGES:

None

DISADVANTAGES:

The rule now permits what is suggested whenever advisable and an arbitrary requirement would lead to ludicrous classifications for only two or three cards at times.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen was unanimously opposed to the suggestion.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

58 MAY 1946

HHC:rs

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E. A. Tamm

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THE DIRECTOR

April 15, 1946

THE JOINT COMMITTEE

SUGGESTION #34D

EMPLOYEE: SAC MEERS

NEW ORLEANS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. R. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHMIDT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5CJ/BAT

EMPLOYEE SUGGESTS:

That the use of the Western Union Telegraph Tie Line  
or double printer be discontinued.

This is a machine installed by Western Union the use  
of which is free which makes it possible to receive  
messages direct from the Western Union office and to  
transmit messages direct from the field office to  
Western Union without the use of messengers.

ADVANTAGES:

1. Duplicate typing of messages would be eliminated  
since when using the Tie Line it is necessary first  
to type the message for approval and then retype  
it for transmittal.
2. Some delay is experienced in reaching the Western  
Union operator over the Tie Line.
3. It is claimed that upon occasions inaccuracies occur  
in the transcriptions by the telegraph company.

DISADVANTAGES:

1. The Tie Line provides more rapid transmission or  
receipt of telegraph messages.
2. Messenger service is still very inadequate  
occasioning much delay without the use of the Tie  
Line.
3. Any force service such as delay in acknowledgment  
by Western Union operators or inaccuracies in  
transcription has been and can be eliminated through  
direct contact with the company by the SAC.
4. Better security is insured for messages since they  
are not handled by the messengers who, under present  
labor conditions, often are not intelligent, but decrepid,  
or very youthful.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

58 MAY 2 1946  
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5. The duplicate typing necessary is off-set by attendant advantages.
6. The Tie Line is recognized as being a valuable service which the Western Union company provides free to its better customers and hence to abandon it would be to give up a valuable service.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen was unanimously opposed to this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

April 15, 1946

THE JOINT COMMITTEE

SUGGESTION #340

EMPLOYEE: SAC WEEKS

NEW ORLEANS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
E. C. HENDON

E. E. CONROY  
E. SCHEIDT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 CJB/AF

EMPLOYEE SUGGESTS:

That the quarterly ammunition inventory furnished by field offices to the Bureau be eliminated.

ADVANTAGES:

1. It would save work necessary in making the fiscal inventory.
2. It would save correspondence to the Seat of Government.

DISADVANTAGES:

1. Orders for ammunition for the field are placed in bulk by the Administrative Division and in order for it to know the size of such orders it must have on hand the amount of ammunition available in the field.
2. In the distribution of ammunition purchased by the Administrative Division it must be known by the Bureau how much of each type of ammunition is available to each of the field offices.
3. The quarterly inventory permits better and closer supervision from the Seat of Government as to the use of ammunition in the field.

RECOMMENDATION:

Unanimously that the present quarterly ammunition inventory be continued.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommended that the ammunition inventory furnished by field offices to the Bureau be on a semi-annual rather than a quarterly basis since this will serve our present needs.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

HHC:RS

THE DIRECTOR

APRIL 23, 1946

THE JOINT COMMITTEE

SUGGESTION #106-C

EMPLOYEE: IN-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

*Routing of*  
That it be required that incoming serials be routed to the Agent to whom the case is assigned rather than being initiated by the supervisor for the file.

ADVANTAGES:

1. The Agent would be able to follow his cases more closely.
2. It would expedite the performance of the investigation by eliminating the delay in an Agent's receiving serials.
3. It would eliminate having an Agent periodically call for the file to determine whether new serials have been received.

DISADVANTAGES:

1. In some instances it is obvious to a supervisory official that the incoming serial is of no immediate interest or aid to the Agent to whom the case is assigned and a definite requirement such as suggested would make unnecessary routings in these instances.
2. In other instances the Agent to whom the case is assigned may be on extended leave or out of the District on special or at In-Service and consequently there is no necessity for his being furnished this serial until his return to duty.
3. The supervisory official in some instances may have knowledge that because of other duties which the Agent is performing at the time it is going to be impossible for him to work upon the particular case in which the serials are received. A routing of such serials at that time is unnecessary.
4. Generally the recommended procedure is already being followed as far as practicable, and there is no need for legislation on this suggestion.

RECOMMENDATION: Unanimously unfavorable that a specific requirement be made but that a Bureau Bulletin be sent pointing out in an advisory manner that this is generally a good practice where reason does not specifically exist for routing incoming serials to an Agent. It is felt this may be necessary in view of the fact some of the Agents in In-Service Class indicated all serials are being arbitrarily sent to the file. Such a bulletin is attached.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5C/bat

**EXECUTIVES CONFERENCE CONSIDERATION:**

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Losen was unanimously opposed to this suggestion and in agreement with the Special Committee that the attached Bulletin go forward.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
RGH:DW



THE DIRECTOR

April 24, 1946

THE JOINT COMMITTEE

SUGGESTION #163

EMPLOYEE: R. C. HENDON  
SEAT OF GOVERNMENT

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/80 BY SP-5 CJOH

EMPLOYEE SUGGESTS:

That the daily report forms be modified in size to correspond to the size of the Register Form #3 which is approximately 4 x 6 inches so that when the daily reports are received from Agents they can be filed in the same file as the #3 Register Cards sequenced according to date in the same manner as #3 Register Cards. The suggestion is made further that they be made on regular stock paper similar in weight to the #3 card but that they be on regular white paper instead of salmon color. The present daily report form is on letter size paper but a recent change in requirements will cause a modification in this form.

ADVANTAGES:

1. This would allow for the filing of the cards having to do with daily activities of Agents in the same file, sequenced as to dates. This would also allow the clerical employee filing these cards to see whether a card is missing without referring to the Administrative File of the Agent containing the daily report forms.

2. This method of filing would greatly facilitate checking of expense accounts or making any type of check having to do with itineraries or schedules of an Agent inasmuch as either one type of card or the other would be maintained behind the Agent's name in the event he was on duty.

3. It would be necessary to look only in one place for information of this nature in contrast to the present necessity of looking in several places to obtain this type of information.

4. The same employee could efficiently and easily handle all filing and checking processes whereas under the old system different employees ordinarily handle the #3 cards and daily reports.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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MAY 2 1946

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MAY 2 1946

SUGGESTION #163

5. With the reduced amount of information which is now appearing on Agents' daily reports, this information can readily be placed on a 4 x 6 card and hence it is not necessary to continue using the letter-size stationery.

6. The 4 x 6 card will easily fit the inside coat pocket of an Agent without folding, making it handy to use.

7. This 4 x 6 card will readily fit into a stock Bureau white envelope approximately 4 x 9½ for mailing from resident agencies and Agents on road trips.

8. By preparing the daily reports on different colored paper from the #3 cards, the two types of cards would be readily distinguishable from one another further facilitating the various types of checks against these records.

DISADVANTAGES:

1. The two cards have no relationship. The #3 Register Card shows where an Agent is and enables the field office to contact him immediately by phone if necessary. The daily report shows where an Agent has been on previous dates.

2. They do not fit in smaller stock-size envelope without folding. They can be placed without folding only in envelopes slightly larger than the white envelopes most frequently used in the field offices and at the Bureau.

3. In checking expense accounts, a clerical employee would have to look in more than one place due to the fact that the expense account is in the Administrative File where at present the daily reports are being maintained.

4. The daily report on letter-sized paper can be folded and maintained in an Agent's pocket, while a folded card will not fit snugly in a card index file.

5. Movement telegrams, itineraries, communications concerning travel status, expense accounts and leave slips are now kept in the Agent's administrative file. The daily report is a form showing past movements and cases handled and more logically should be in the same file. The #3 Register is to enable the office to contact the Agent now.

SUGGESTION #163

RECOMMENDATION: Mr. Hendon, Mr. Conroy, and Mr. Scheldt favorable.  
Mr. Olegg unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, considered this matter. Messrs. Harbo, Tamm, Hendon, Mumford, Rosen and Tolson are in favor of the Committee's recommendation that the new daily report form be the same size as the number three register form so that they may be filed together. Messrs. Tracy and Glavin are opposed to the suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RCH:ER  
cc: Mr. Hendon  
Mr. Olegg

THE DIRECTOR

4/27/46

THE JOINT COMMITTEE

SUGGESTION #92

EMPLOYEE: SAC J. E. THORNTON, MIAMI

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG

E. E. CONROY

R. C. HENDON

J. SCHEIDT

EMPLOYEE SUGGESTS:

*X* That the Bureau authorize the Chief Clerk or Assistant Chief Clerk to initial the 1-A Exhibit envelopes in investigative case files for filing without requiring that this envelope be initialled by the SAC or the ASAC.

ADVANTAGES:

1. Authority has already been granted Chief Clerks to initial bulky exhibit packages and green sheets showing their location and this would not be inconsistent with those requirements.
2. Clerical employees may remove these envelopes on chargeout and replace them without approval of the SAC so the suggestion would logically follow.
3. This will eliminate the necessity of routing to the supervisor for single purpose of initialing these envelopes and thus eliminate a lot of unnecessary handling.

DISADVANTAGES:

1. There should be some limitation on the type of serials which a clerical employee can initial for filing and the general rule should prevail that a supervisory employee or Agent should have his initial on the serials in the file.

RECOMMENDATION: Unanimously favorable

RECORDED

INDEXED

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31 MAY 1 1946

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen, and Tolson unanimously favored this suggestion.

Respectfully,  
For the Conference

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DATE 10/11/90 BY SP-5 CJB/H

RCH:ER

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

May 2 1946

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUBJECT: 167

EMPLOYEE: ASSISTANT DIRECTOR AL. ROSEN  
SEAT OF GOVERNMENT

MEMBERS PRESENT:

R. T. Harbo  
R. G. Hendon

E. J. Conroy  
E. Scheidt

EMPLOYEE COMMENTS:

That parole reports be forwarded to the Bureau as an enclosure to the investigative report reflecting prosecutive action which made submission of the report necessary and that abstracts accompany parole reports, but instead of a synopsis, these abstracts reflect only the words "Parole Report." Further, that three copies of parole reports be specifically required.

ADVANTAGES:

1. It is necessary for the Bureau Supervisor in checking a closing report to definitely verify the submission of a parole report and this can be more easily done if it is an enclosure.
2. The Bureau Supervisor has the responsibility for the transmission of copies of the parole report to the Department which can better be done if it is an enclosure to the closing report.
3. There is presently a lack of uniformity in parole reports' sometimes being submitted as separate reports and sometimes as enclosures.
4. This causes no additional work of consequence to the Records Section while saving supervisory time.
5. There is no specific requirement as to the number of parole reports presently required and three are necessary and sufficient.
6. The use of the words "Parole Report" rather than a synopsis on the abstract reduces the clerical work to a minimum and completely serves the purpose since the fact that a parole report is submitted rather than a synopsis thereof is the matter of interest.

DISADVANTAGES:

None

RECOMMENDATION:

Unanimously favorable. *EX-62*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommend that instructions be issued to the field for parole reports

RECORDED

INDEXED

166-2554-4814

F B I

21 35 MAY 2 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Hendon

RCH:ER



to be forwarded to the Bureau as enclosures to the investigative report reflecting prosecutive action which made submission of the report necessary. It was further recommended, however, that instructions be issued that such reports not be stapled to the investigative report since the parole reports must be separately transmitted to the department. It was also recommended that abstracts not be required on parole reports but that the abstract covering the investigative report reflect that a parole report is enclosed. The Conference felt that this would serve both the purposes of the Records Section and the Investigative Divisions while eliminating the extra work required in handling the special abstract slip.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ROH:DV

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

February 20, 1946

WESTERN HEMISPHERE POLICE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 C/DH

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford, and Clegg, gave further consideration to a proposal that the Bureau sponsor a conference of police executives for the Western Hemisphere. Informal inquiries made of the State Department in August, 1945 disclose that Mr. Fred Lyon and Warren Kelchner were personally favorably impressed with the idea of holding a conference of law enforcement officers from each Western Hemisphere Republic. Subsequent inquiries disclose that there are no funds available for this purpose and it appeared doubtful that either the State Department or the Pan American Union would finance the expenses of traveling and other expenses for the delegates.

Mr. Carson had suggested that in a communication to the Bureau's Legal Attaches an inquiry be made as to whether each country would be able to finance the expenses of its representatives to such a conference and also to ascertain if those who would likely attend the conference would be appropriate and could make a valuable contribution to the meeting.

Some study has been given to a proposed program and in addition to formal addresses by the Director, the Secretary of State and the Attorney General, addresses and subsequent discussions could be held on such subjects as Scientific Crime Detection, International Exchange of Fingerprints, Police Training Programs, International Crime and Extradition Proceedings and in addition certain committees would be established and something in the nature of an organization created.

Messrs. Tolson, Glavin and Hendon were opposed to any organization of this sort being held and were opposed to proceeding with further plans and exploratory inquiries as to the needs for or desirability of such a program.

Messrs. Tracy, Harbo, Mumford and Clegg were in favor of continuing plans and inquiries for such a conference so long as the FBI remains in the SIS field of activity in the Western Hemisphere.

Further details were not discussed as it was desired to submit this matter of general policy for consideration at this time on the question of whether or not the Bureau should be continued looking toward the actual holding of such a conference or whether no such conference should be held at all.

Respectfully,  
For the Conference,

Clyde Tolson

F. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Mumford  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

original is received in files  
Division it will be filed either  
with this copy or may be given  
a new one.

Mr. Hendon

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April 29, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tamm, Mumford, Clegg, Harbo, Hendon and Glavin considered a suggestion submitted by Mr. Callahan of the Chief Clerk's Office that ~~salary~~ checks for offices over three hundred miles from Washington be transmitted by Air Mail.

The Conference was advised that Callahan had been advised by certain of the Chief Clerk's attending the Chief Clerk's School that there is a delay when the checks are sent by regular mail.

The Conference therefore recommends approval of the suggestion as made.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

ALL INFORMATION CONTAINED  
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DATE 10/11/90 BY SP-5 C/BK

RECORDED & INDEXED  
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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WRG:le jm

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*[Handwritten signature]*

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-D

EMPLOYEE: SAC BROWN  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5 CIB/BJ

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau attempt to obtain teletype paper the same width as Bureau stationery. It is pointed out that the present teletype paper is one-half inch wider than official stationery making it protrude over the edge of the file marring the appearance of the file or else requiring that it be trimmed on the edges.

ADVANTAGES:

1. Neatness in appearance.
2. Some saving in time.

DISADVANTAGES:

1. It is possible this paper is standard width for all machines.

RECOMMENDATION:

Unanimously that when the present supply of teletype paper is exhausted an attempt be made to purchase the next order which would be standard.

EXECUTIVES' CONFERENCE CONSIDERATION:

In view of Mr. Glavin's statement that the only type of teletype paper which was obtainable from the schedule is what we have and that any variation would be more expensive, the recommendation was unanimously unfavorable. Those present at the Conference on April 24 were Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg.

HHC:ER

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Hendon

Clegg

HHC:RS

MAY 1 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-24374

COPY: EC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : EXECUTIVES' CONFERENCE

DATE: April 4, 1946

SUBJECT:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/8/10 BY SP-5 C. BAP

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the matter that the War Department has ruled that ammunition, particularly .45 caliber ammunition and rifle ammunition, could be made available for civilian training purposes and among those agencies entitled to the free ammunition would be police agencies. It is understood that ammunition would also be made available to such groups as the American Legion and other which are going to conduct training in marksmanship.

Recently the Bureau received an inquiry from the War Department as to the desirability of providing ammunition for police training school in West Virginia which was being conducted in cooperation with the FBI and other agencies. The Bureau advised it had knowledge of such a school, it was an official school, and recommended ammunition be provided.

There will be no charge for the ammunition but the costs of shipping, including crating and transportation, will be paid for by the organization receiving it.

The question arose as to whether the Bureau would serve as a clearing house as it did in the one instance above cited and as it has done in the acquisition of radios and weapons during the war to certify to the War Department that the agency requesting the ammunition is a police agency or that the police training school is one that is for police officers.

Messrs. Tolson, Glavin, Tracy, Nichols, Harbo, Ladd, Mumford, and Rosen were of the opinion that we suggest to the War Department that they handle this matter by requiring the police agency to submit an affidavit or certificate that they are a police agency and that the ammunition will be used exclusively for training police officers thus eliminating the Bureau's handling a heavy volume of correspondence which would naturally arise in such a matter.

Messrs. Hendon and Clegg felt that there were advantages: such as, Bureau being in a position to help police obtain free ammunition and that was entirely consistent with practices in the Bureau during the war in which the Bureau assisted police agencies in obtaining priority equipment by certificate as to their needs and certifying that they were police agencies. They also recommend that through conversations with War Department officials an arrangement be worked out whereby the War Department would telephone Mr. Rogers or Mr. Blaylock in the Training and Inspection Division, who handle field police schools, and after checking police records the Department would be advised by telephone thus saving this correspondence. It is believed, however, that a letter should be sent

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INITIALS ON ORIGINAL - 8

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from the Bureau to the police agencies in order they would know certification had been made and in order that they would know the Bureau had been of assistance in their obtaining such ammunition.

There is attached a letter from Milton A. Reckord, Executive Vice-President, National Rifle Association of America, who wants to discuss this matter. The acknowledgment advises this matter is being given consideration and will be advised of decision made.

Respectfully,  
For the Conference

E. A. Tamm

Clyde Tolson

Attachment

CC : Mr. Hendon  
Mr. Clegg

HHC:rs

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUGGESTION #42-B

EMPLOYEE: ASAC ED H. NOTESTEEN  
ST. PAUL FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That bids no longer be solicited for the transportation of household effects but that the transportation be handled by the transportation company having the contract for crating and packing.

Under present regulations it is no longer necessary to solicit bids for the transportation of household effects. Rather, it is only required that the Special Agent contact two or three transportation companies, determine their rates and ascertain when the services can be rendered. Even written estimates are not required. The Agent then addresses a memorandum to the SAC advising of this information and the SAC authorizes the use of one of the transportation companies and issues the bill of lading. Also, the contract packer and crater is used only when the shipment is to be by rail, thus the suggestion is presently the rule.

RECOMMENDATION:

Unanimously that the SAC at St. Paul be advised of the present instructions as contained in Bureau Bulletin #49, dated August 4, 1945.

RCH:ER

RECORDED

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EXECUTIVES CONFERENCE CONSIDERATION

MAY 3 1946

The Executives Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin unanimously recommended that the attached letter go forward to the SAC at St. Paul.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

Hendon

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-SC/bat

SUGGESTION #76

EMPLOYEE: SA K. R. MCINTIRE, TRAINING AND INSPECTION DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

*Executive Conference*

**INTRODUCTORY:** Mr. McIntire was assigned to make a survey in the Records Division to see what savings could be effected by eliminating, if possible, the filing of certain types of material heretofore placed in the files. A survey was undertaken with this specific objective in mind and the attached memorandum and the suggestions contained herein are one of the reports which have been submitted in this connection.

**FINDINGS:** 100 reports on closed NMVTA cases were selected. In two cases there was found correspondence to the field emanating from the Bureau's supervisors - one in response to an inquiry and the other an exchange of teletypes. In addition there was one transmittal letter. Seventy nine serials were found in the 100 files which should have been marked "file" by field offices; yet this was not done and no action had been taken. Seven cases were found reflecting the recovery of five automobiles valued at \$3059 and one car recovered with no value upon which statistical information had not been recorded, as was subsequently verified with the Statistical Unit. This compared with recoveries the previous year would represent about 4.43% error in failing to record automobiles recovered.

In the 100 cases there were 156 reports marked "file" or which should have been marked "file" which, on the basis of total NMVTA cases closed last year, would represent a total of 10,920 reports to be marked "file" received from the field annually in such cases.

In WSTA cases, 100 closed cases were examined. Two instances were found where correspondence had gone from the Bureau to the field. One was a letter to the Narcotics Bureau and the other was transmitting a complaint received at the Bureau to the field office. All statistics were recorded. Eighty serials were found which should have been marked "file" but they were not and no action had been taken in connection therewith. 201 serials in the entire 100 cases were subject to being marked "file" which, based on the average number of cases closed last year, would represent about 3300 reports per year in WSTA cases which should be marked "file."

In Selective Service cases 100 closed files were examined in thirteen of which communications had gone out to the field, nine of which were letters of transmittal and another was of a clearing house type. There was an average of 137 reports per day marked "file."

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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In Deserter cases 100 files recently closed were examined, none of which contained any communication to the field from the Bureau and on February 6 a communication to the field advised that these reports are not reviewed at the Bureau and that such reports should be stamped "file." There was an average of 328 reports daily during a nine-day count.

In 100 recently closed Theft of Government Property cases there was no communication found from the Bureau to the field with reference to these cases most of which were one serial files. Thirty five percent of the reports contained statistical data. Fifty seven of the 100 cases were referred to the Bureau by other Government agencies and it would be mandatory under existing rules for reports to be forwarded to the Bureau in such instances as such cases can not be closed administratively in the field.

In a subsequent five-day count of incoming reports there was an average of 441 reports received daily which were stamped "file." If it be true that one file clerk is able to handle the complete processing of 50 serials per day, there are 8.8 clerks engaged in filing reports which are stamped "file."

From the above findings, the following recommendations were made:

#### RECOMMENDATIONS:

- I. That no reports which are presently marked "file" or which should be marked "file" under existing rules be sent to the Bureau.

#### ADVANTAGES:

1. Savings of approximately nine clerical employees.
2. Reduction in number of copies of reports made in field offices.
3. Elimination of abstract slips and additional indexing and other filing occasioned by such reports being submitted to the Bureau, which saving, however, is calculated in the above approximately nine employees.
4. The streamlining of the Bureau's files on investigative matters so as to eliminate unnecessary, unimportant and routine reports.

#### DISADVANTAGES:

1. There would exist only partial files in cases and it would be impossible to determine from existing files if the investigation were properly handled.
2. It would reduce the effectiveness of the Bureau's central clearing house functions in name searches and destroy the principle of the Seat of Government of the Bureau being a central repository of all investigative activities of FBI Agents.
3. The total savings would be approximately \$18,000 which is a very low cost for the continuation of the Bureau as a central repository.

4. The mere fact that reports are being transmitted to the Bureau and are subject to inspection or review at the Seat of Government though they are marked "file" automatically creates some pressure for proper supervision and a proper standard of performance on the part of the field.

5. Although it is possible that a very small amount of the information in routine criminal cases is used in connection with the name searches, they are likely to be important ones and without the information considerable additional investigative work might easily become necessary.

The recommendation was unanimously unfavorable as to the general suggestion except as a last resort in the curtailment of clerical personnel in the Records Section.

The recommendation was unanimously in favor of no reports being submitted to the Bureau in Deserter cases because reports submitted in these cases, all of which are marked "file", are of no substantial value to the Bureau since, in effect, they cover only the investigative steps taken to locate the deserter. All of the background information concerning the subject is contained in the original information received from the War Department and sent by the Bureau to the field initiating each case. This information is accordingly fully indexed and available. Apprehensions and statistical data are reported in teletypes and no substantive supervision whatsoever is given the cases by the Seat of Government. In the very unusual case where it might be necessary to obtain more complete information relative to the status of a deserter case, it can quickly be obtained by telephone or otherwise from the field and these few instances would require little expense when compared to the over-all expense of handling these unnecessary reports. In this regard it is pointed out that of the total of approximately nine clerks which could be saved by Mr. McIntire's suggestion, seven of them could be saved through the elimination of these Deserter cases alone. It was pointed out that this has been previously submitted and acted upon negatively but in view of the additional findings above enumerated, it is resubmitted.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Rosen and Tolson, unanimously are in favor of the recommendation of the Special Committee that only those reports presently submitted in Deserter Cases not be submitted to the Bureau in the future providing no reason to the contrary exists in a particular case and providing that reports in Deserter-Harboring cases be submitted to the Bureau, as well as the original report submitted in those few Deserter Cases which originate in the field upon a specific request from the Armed Services rather than originating at the Bureau.



II. It was observed that in the NMVA category of cases there were seven files out of 100 in which statistics were not recorded for recovery of automobiles, which represents an alarmingly high percentage.

A. Alternate suggestions were submitted that in the future statistical information be recorded (A) in the field offices at the time the reports are approved or (B) by the statistical clerks assigned to the Statistical Unit of the Crime Records Section. The Joint Committee has previously set forth reasons for recommending unfavorably as to the procedure for recording the statistics in the field - primarily on the basis of the fact that it would create 52 at least part-time statistical clerks throughout the Bureau.

B. Mr. Leonard advises that a maximum of two statistical clerks can examine the reports when the synopsis contains statistical data and select those containing such data and that on tabulating machines the statistical information can be tabulated in the Statistical Unit. Advantages of this suggestion are found in the fact that this being the principal purpose and objective of the statistical clerks there would likely be a smaller percentage of error in recording statistical information; there would be a concentration of these activities in the Statistical Unit where it properly belongs and supervisors would be relieved of any responsibility for the recording of statistics so that they could devote their time and effort to substantive supervision; further, since all statistical information is to be incorporated in the synopsis of the report it will be unnecessary for the Statistical Unit to review the body of the report and thus the review of each report will be brief and can be rapidly performed and there will be also a saving of clerical time since clerks assigned to the separate supervisors in the investigative divisions presently devote a portion of their time to scanning the reports for statistical information which would be eliminated.

Some disadvantages of this suggestion would include a second routing of the reports containing statistical data for the purpose of making these records; some lessening of incentive on the part of the supervisor in requiring a compliance with the regulations that full statistical data be recorded in the synopsis.

#### RECOMMENDATION:

1. Unanimously that the statistics be recorded by the statistical clerks in the manner described above under "B".

#### EXECUTIVES CONFERENCE CONSIDERATION:

The Executives' Conference on April 26, 1946, those present being Messrs. Tracy, Harbo, Tamm, Hendon, Mumford, Tegen and Tolson, are in favor of the recommendation of the Special Committee that statistical clerks assigned to the Statistical Section handle the recording of statistics from incoming reports.

III. That in Theft of Government Property cases the requirement that the field submit reports to the Bureau whenever the case is reported by another Governmental agency be eliminated and that the field offices be permitted to close such cases administratively.

This has been handled favorably as far as the administrative closing of such cases by a previous recommendation.

The Executives Conference felt that no further action need be taken since a previous recommendation has made this permissible.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

April 16, 1946

THE JOINT COMMITTEE

SUGGESTION #345

EMPLOYEE: SAC WEEKS  
NEW ORLEANS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CIEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That the number of forms not be increased and where possible reduced. It was specifically suggested that Form 106 "Informative Data - Not to be filed", FD-61 "I.O. Requests", FD-134 Selective Service Form, and FD-109 "Relating to transfers of Special Agents" be eliminated.

ADVANTAGES:

1. The use of numerous forms adds to the administrative burden in handling supplies.
2. Time saved in typing the original communication is off-set, to some extent, through the time required in ascertaining and locating the appropriate form.

DISADVANTAGES:

1. All the forms have been prepared and made available after careful study and determination that they would eliminate the dictation and typing of original communications with a resultant saving in Agent and clerical time.
2. The FBI Form Book with its indices makes the selection of an appropriate form an easy and mechanical matter.
3. The forms utilized by the Bureau generally set forth specific information desired for transmittal eliminating guess work or reference to manuals. ~~and for the omission of important necessary data.~~

FD-106 and FD-134 were eliminated when it was determined that their use was no longer necessary and as conditions change the Form Book is revised to eliminate those that are not necessary. The other two forms FD-61 and FD-109 were felt by the committee to be valuable and useful.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/70 BY SP-5 CJB

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

EX-16

RECORDED  
&  
INDEXED

166-2554-4821

37 MAY 18 1946


SUGGESTION #34E  
EMPLOYEE: SAC YERKS  
NEW ORLEANS FIELD DIVISION

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen was unanimously opposed to this suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
RCH:DV

ke  
THE DIRECTOR

May 1, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 29, 1946, consisting of Messrs. Tolson, Tamm, Rosen, Mumford, Hendon, Harbo, Tracy and Glavin, considered a recommendation made by Mr. Robert E. Lee, Chief Clerk of the Bureau, concerning the Law Enforcement Bulletin and a series of articles pertaining to police budgets and personnel placement and evaluation.

Mr. Glavin pointed out to the Conference that Mr. Lee has made considerable study of this particular matter and that at the present time both Mr. Glavin and Mr. Lee are appearing before Police Executive Administrative Schools and are discussing in detail at those schools budget preparation and procedure and personnel placement and evaluation.

It was further pointed out to the Conference that within the past year the Administrative Division has been called upon to assist local law enforcement agencies on two occasions in preparing their budget for submission. In one instance where assistance was given to the City of Berkeley, California, the Chief of Police later communicated with the Bureau stating that for the first time in the history of the Police Department he was able to present his budget in such a manner as to secure all funds necessary on which to operate. Recently the Administrative Division looked over the budget of Upland, California, and made certain suggestions concerning its submission although no information is on hand at the present time as to the success of the Chief of Police in Upland in securing his desired appropriation as a result of the service by the Bureau.

The Conference felt that a series of articles could be prepared for the FBI Law Enforcement Bureau Bulletin on these subjects. Should the Director agree, appropriate arrangements will be made to prepare the articles in question for submission to the Training Division and the Crime Records Division looking toward their publication in the FBI Law Enforcement Bulletin.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5 CJP/NTK

Respectfully submitted,  
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson 26

66-2554-4822  
18 123 II  
36 MAY 3 1946

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon  
Mr. Clegg



The Director

May 1, 1946

*ks*  
The Executives' Conference

The Executives' Conference considered the program of contacting members of the current Session of the FBI National Academy on the part of Bureau officials. During the last Session, all of the members of the class were allocated to various Bureau officials for personal contacts. It was suggested that this program be modified so that the Training Division would furnish a list of the class members to the Officials, including Section Chiefs and that the selection of the particular officers to be contacted be made by the officials themselves. The Training Division would then follow up with the Bureau officials to learn the results of the contact program so as to afford appropriate supervision.

The Conference was unanimously favorable to the suggestion. Those present were Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McCabe and Hince.

Respectfully,  
For the Conference

*OS*  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

RECEIVED  
DATE 10/12/50  
SP-5  
*ab*

LAH/elw

RECORDED  
&  
INDEXED

66-2554-4823  
MAY 8 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

*135*

*17570*

THE DIRECTOR

APRIL 15, 1946

THE JOINT COMMITTEE

SUGGESTION #30-D

EMPLOYEE: SAC J. B. WILCOX  
BUFFALO FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYER SUGGESTS: I. Inferentially the suggestion is made that the consolidation of indices in field offices when the same individual is involved be discontinued.

ADVANTAGES:

1. Considerable time of clerical employees is involved in making a search of index cards, consolidating them when the same party is involved and further clerical time and supervisors' or agents' time is involved in the examination of files to determine if a consolidation should be made.
2. It is possible that in some smaller offices the amount of value received within a reasonable time after the consolidation is made will not be as great as the expense involved in making the consolidation.
3. Mr. Wilcox states that the old procedure is based on a false premise since on the receipt of a new case it is incumbent upon a field office to examine all files relating to an individual of the same name regardless of the consolidation.

DISADVANTAGES:

1. This project has been completed in a majority of the offices and uniformity is desirable.
2. SAC Conroy from New York based upon his experience there and Inspector Gurnea following his recent inspection trip at both large and small offices expressed the opinions that this was a very profitable investment, would be time saved in the future, and that it was a valuable administrative operation which should be continued when not completed in any field office.
3. It has been possible to have withdrawn from miscellaneous and "Q" files serials which related to a particular subject but which had not been consolidated in a principal, active case file in the office until this project was initiated.
4. Eliminates chance for missing valuable information pertaining to cases which are daily received.
5. It is not a requirement that upon receipt of a new case all files relating to individuals of the same name be searched since the consolidation project within itself automatically eliminated the need for future examinations of many files on individuals obviously not identical with the present subject.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 12/12/90 BY SP-5C/BHP

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Clegg  
Hendon  
MIC:ER

EX-16  
RECORDED  
&  
INDEXED  
177

166-2554-4824  
F B I  
35 MAY 3 1946

6. In the New York Office in the consolidation project to date there have been destroyed in excess of 1,400,000 index cards with resultant savings of valuable file space and searching time.

**RECOMMENDATION:**

Unanimously that the project be completed in those offices where it has not yet been finished and in the event the Committee's recommendation is approved SAC Wilcox will be advised accordingly.

**EXECUTIVES' CONFERENCE CONSIDERATION:**

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously recommended that the project be completed.

JL

EMPLOYEE SUGGESTS: II. That field offices adopt the practice of placing the names of all individuals when the names are identical on the same index card regardless of whether the individuals are identical.

ADVANTAGES:

1. It would reduce the number of index cards in the indices by a small percentage.
2. It was claimed by Mr. Wilcox that this method is followed at the Seat of Government where, however, there is additional information placed on the index card such as the state or judicial district or office of origin to aid in identifying different subjects and, consequently, the two things are not in reality analogous.

DISADVANTAGES:

1. This would automatically tend to cause field offices to examine enumerable files unnecessarily merely because two subjects of different identities had their names on the same index card.
2. It would make no provision for the placing of identifying data on cards bearing common names to distinguish files on separate individuals which is of material aid in the search for a file on a person with a common name.
3. It would require a prodigious and entirely unjustified amount of work to carry out this suggestion with respect to index cards already in the file and, on the other hand, if it were not done for such cards but were to be adopted for future cards it would result in an endless amount of confusion.
4. It would result in no saving whatsoever of agents' or supervisors' time in reviewing of files.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Tracy, Tamm, Hendon, Mumford, Nichols and Rosen unanimously opposed the adoption of this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RGH:DW

THE DIRECTOR

APRIL 12, 1946

THE JOINT COMMITTEE

SUGGESTION #28-B

EMPLOYEE: SAC D. A. BRYCE  
OKLAHOMA CITY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/90 BY SP-5CJ/BMP

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That instead of setting forth 35 types of cases in which reports are prepared for submission to the Bureau and which should be stamped "file" the formula be modified so as to show that the word "file" would be placed on all reports with the following exceptions:

- (a) The initial report in any type of case
- (b) Reports containing statistical data
- (c) Reports making a subject a fugitive or reporting his apprehension
- (d) Reports containing information of interest to the Bureau
- (e) All closing reports

ADVANTAGES:

1. The recommendation would simplify the present rule and also it would expand it considerably and modify it as a matter of policy.
2. It would lessen the number of reports to be automatically read by supervisors at the Seat of Government.
3. It would be easier for field offices to remember or to refer to records as to the types of reports that should not be stamped "file."

DISADVANTAGES:

1. It would expand the present system of marking reports "file" to types which it is believed should be reviewed by the supervisor.
2. It would leave entirely too much discretion with the field as to types of reports to be reviewed by Bureau supervisors.
3. The formula presently being used has become more or less a fixed formula in the minds of those who stamp the reports "file" and any change would cause some confusion.
4. Subsection D is a catchall which in order to secure any uniformity in the field would require additional specific listings on the part of the Bureau in the event the Agents in Charge are placed in a position to accurately determine reports containing information of interest to the Bureau.

RECOMMENDATION:

That a chart be prepared similar to the attached which after its printing was not up to date due to intervening modifications. This chart should be furnished to each field office in sufficient number that each member of the supervisory staff would have one available for easy reference. It was unanimously recommended that the rule continue as at present.

EX-21

INDEXED

166-2554-4825

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon  
REC:ER



① EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, concurred with the recommendation of the Joint Committee that the attached chart which has been brought up to date be printed and distributed in adequate number for each field office to have a sufficient number of copies for the various members of the supervisory staff in order to provide an easy reference in handling such matters.

Respectfully,  
For the Conference

*AT*  
Clyde Tolson

*EAT*  
E. A. Tamm

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ

THE DIRECTOR

Executive Conference April 19, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

~~CONFIDENTIAL~~

The Executives' Conference considered the attached memorandum addressed to you by Mr. Ladd, together with its attachments, and pursuant to your instructions submits the following views upon the question of whether the Bureau should undertake the operation of a worldwide intelligence coverage, as outlined in recommendation 2. of the attached report of the Central Intelligence Group.

In way of summarization, you will recall that previous memoranda have been submitted to you upon this subject in which it is estimated that the operation of a worldwide intelligence service upon the same general basis as the SIS in the Western Hemisphere is currently operated, would cost approximately \$10,000,000.00 per year and require approximately 1,000 people for the entire overall operations. This includes, of course, both present SIS personnel and the additional personnel for the extended coverage, and covers field, seat of government, laboratory, transportation and communication costs. Prior to setting forth the views of the Executives' conference upon this subject it should be noted that discussion was had as to the means whereby funds would be secured to carry on this Service in the event the Bureau carried out a worldwide intelligence program and the discussion favored the idea of including the necessary expenses for this service in the general funds allocated to the Bureau, i. e., the "burying" in the Bureau's regular appropriation of the funds necessary to carry on the intelligence operation in order that the specific purpose of the ten million dollars would be known only to those necessary members of the Appropriation Committee.

The Conference was divided upon the question as to whether the Bureau should accept the worldwide intelligence coverage, as follows:

Messrs. Glavin, Tracy, Harbo, Hendon, Nichols, Hince, Ladd and Rosen are in favor of the Bureau's accepting the responsibility for the worldwide intelligence coverage in accord with the recommendations in the Central Intelligence Group report. They are of the opinion that in the light of the Bureau's accomplishments in SIS, the Bureau is the best qualified agency to handle the intelligence service and should, consequently, accept it. They feel further that "achievement follows responsibility" and that this service would consequently enable the Bureau to achieve substantial results.

Mr. Tolson and Mr. Tamm are opposed to any extension of the Bureau's intelligence coverage, believing that the Bureau should accept the SIS coverage for one additional year in order to enable

5 MAY 7 - 1946

Classified by 59-5010  
Declassify on: OADR

166-2554-4026

the agency which will handle worldwide intelligence to become established and to take over the Bureau's Western Hemisphere coverage.

Mr. Tolson enumerated several specific reasons for his opposition to the Bureau's accepting worldwide intelligence coverage, referring to the difficulty which the Bureau has encountered heretofore in obtaining funds and pointing out that if continued in this field the Bureau would always operate under an uncertainty as to its financial status. Mr. Tolson believes that the Bureau already has too much domestic responsibility which it is not adequately discharging and also believes that the Bureau does not have the proper administrative personnel who could be spared from their present responsibilities to operate a worldwide intelligence service. Mr. Tolson points out that great difficulty is being encountered in securing adequate personnel for the Bureau's domestic coverage and that it would appear highly improbable that the Bureau could obtain proper personnel for worldwide intelligence coverage. Mr. Tolson points out that the support of the State Department to the Bureau's Western Hemisphere intelligence operations has been at best a wavering one and that no better support could be expected than a wavering one from the State Department in the future. Mr. Tolson feels further that the Bureau does not have the ability to discharge the responsibilities of a worldwide intelligence service of the type outlined.

Mr. Tamm agrees with Mr. Tolson's views generally, feeling, however, that in so far as ability is concerned, the Bureau's status in this regard is at least the equivalent of any government group. Mr. Tamm feels that the Bureau can and will gain nothing by operating a worldwide intelligence service. He feels that the Bureau's participation is sought particularly by the War and Navy Departments because of the Bureau's prestige and he feels that we cannot hope to enhance the Bureau's prestige in this field but that rather we are placing our prestige like a priceless vase on a very shaky table whose wobbly legs are the vagaries, indecisions, dubious personnel, spineless policies of the State, War and Navy Departments. The intelligence service to be operated will of necessity be a secret one from which the Bureau can never hope to obtain any publicity. On the other hand, our operations will not be secret because they will be known in general to a constantly changing group of State Department employees, Army and Navy officers, Congressmen, departing Bureau employees, commercial corporations, etc., with the result that while the intimate details of our operations may be unknown from day to day, we can only expect over a period of time to have it generally known that we are operating a worldwide spy service. When war comes, as it will, probably without warning, the Bureau will be holding the bag as certainly we can expect no sharing of our responsibilities by the State, War and Navy Departments. We cannot expect any real cooperation or exchange of information between representatives of the State, War and Navy Departments. Our



~~CONFIDENTIAL~~

own bitter experience through the war has shown us that in so far as information is concerned, we have given everything to the War, Navy and State Departments and have received in exchange a mere trickle of those crumbs which fell to us probably through the good contacts made by our liaison officers. We cannot be optimistic enough to expect any change in the future since our experience has shown that the War, Navy and State Departments not only withhold information from each other but even within their own groups withhold information, as has been repeatedly illustrated by the fact that Naval Intelligence and Naval Communications have not exchanged data about vital intelligence matters. The Bureau, despite its wartime responsibilities, has not even been permitted to sit on some of the interdepartmental boards on intelligence, and we know that in spite of agreements to the contrary, the War, State and Navy Departments were constantly trafficking with [redacted] in the United States right under our very noses. In the light of these experiences, Mr. Tamm feels that it would be foolhardy to expect any all-out, wholehearted, intelligent, coordinated cooperation from the War, Navy and State Departments, and that if we went into the World Intelligence Field, we could expect only such assistance as our few individual friends in those departments are able to afford us.

Mr. Tamm feels that within a very short time after the undertaking of this intelligence service, Bureau personnel in foreign countries, particularly in Russia and Russian-dominated countries would be exposed, arrested, prosecuted and imprisoned or executed. To think that American citizens could be so apprehended without it becoming generally known to the press throughout the world that they are Bureau representatives is most improbable in the light of the numerous people who would know generally that the Bureau was operating a worldwide intelligence service. The apprehension and prosecution of these people would reflect seriously upon the Bureau's ability to run such an agency. Mr. Tamm believes, as indicated, that it is impossible for espionage personnel to operate on any extensive scale without being identified. Our limited experience in South America has established this fact. He thinks that the Latin American countries know much more about our operations and our informants than the Bureau will admit. [redacted] most certainly have extensive information about the Bureau's operations there and only a combination of foresightedness and luck enabled the Bureau to carry the

[redacted] The Bureau's success within the United States in identifying many, many Agents of foreign powers, both allied and axis, indicates the probability that our own operations would be exposed in countries where regulations governing foreigners, travel, and other physical restrictions are much more extensive than they are in the United States.

~~CONFIDENTIAL~~

~~TOP SECRET~~

The unfortunate publicity since last autumn concerning the establishment of a worldwide intelligence service by the United States Government has placed a strong light of suspicion upon the activities, operations, movement and travel of every American civilian throughout the world, and in addition, American business enterprises operating in foreign countries are undoubtedly considered as the logical choice of cover for the intelligence operations. The result will be, consequently, that as counter-representatives of the new intelligence service move into foreign fields to take up their operations, they will be immediately subject to suspicion, which if it does not result in their exposure, at least will require their operations to be so slow-moving and cautious as to negate the possibility of affirmative accomplishment for a long period of time. Mr. Tamm feels that the Soviet through their world-wide coverage have already issued instructions for counter-intelligence operations against the [redacted] and undoubtedly a growing central file on this subject will be maintained in Moscow. Photographs will be obtained of persons suspected of being intelligence agents and over a period of a very few years, the shifting of a man from one country to another and the counter-intelligence operations directed against him, will result in his identification in Moscow. The Russians, and probably other countries, will take a great delight in exposing the American Agents. b7D

Mr. Tamm does not urge negative consideration of this proposal per se upon the basis of the difficulties to be anticipated in its operation but rather because these difficulties make operation of the intelligence service without embarrassment to the Bureau so improbable as to place the Bureau in a position where mathematically we are in a position of undertaking a project which cannot bring to the Bureau, in even a small measure, the prestige, the success or the recognition which the effort warrants. Mr. Tamm, in addition to believing with Mr. Tolson that we should remain in SIC in the Latin American field but one additional year and then withdraw entirely, believes that we should allocate the so-called intelligence operations in the United States to the new agency at such time as it is organized and ready to accept these operations. He feels that the Bureau should confine its activities to the investigation within the United States of violations of Federal statutes and that the Bureau should accept for investigation only those cases in which there is some showing of a violation of a Federal statute. This would mean that the Intelligence Service would determine the so-called intelligence operations in the United States, referring to the Bureau only those items in which there was basis for prosecution within the United States. Thus, the Bureau would be in the same position with reference to prosecutions for espionage and sabotage that it is in the handling of national bank, bankruptcy and other Federal violations - an administrative agency, such as the bank examiners, do the routine checking, etc., and refer to the Bureau only those cases in which there is some prime facie showing of a case justifying prosecutive action.

~~TOP SECRET~~



~~CONFIDENTIAL~~

Mr. Tamm feels that the substantial good which the Bureau obtains in peacetime from its coverage of subversive activities in the United States is nil in consideration of the tremendous amount of manpower which is expended upon it. He points out that with all of the information which has been developed about Communist activities and other subversive operations, aside from a handful of prosecutions nothing has been done by the Government to correct the admittedly alarming conditions. The Harry Bridges case is a typical example. Wasteful utilization of thousands of days of agents' time, effort, ingenuity, etc. in this case, all that the Bureau finally received was abuse and criticism.

Mr. Tamm further feels that the operation of a worldwide intelligence agency will require activities, operations and personnel of a type which is not always commendable to an honorable agency. It will require burglary, bribery, and personal conduct in the form of at least questionable laxity and loose living, which is not comparable to the type of men the Bureau would desire to use in any of its operations. The Intelligence Service would probably have to resort to some of the irregular tactics about which we have criticized [redacted] to [redacted]

[redacted] including kidnapping and even murder. In these operations the danger is again in exposure and there would appear to be no doubt but that some of the sensitive energies of the Bureau in Government departments would not hesitate surreptitiously to expose the Bureau in such operations when they became known and it would be impossible to keep them from becoming known. It does not appear probable that the Bureau could maintain the public support and good will of the American people if it were publicized for some of the operations in which we know [redacted] to be engaged.

b7D

Mr. Tamm thinks that the danger that is attendant upon the idea of the Bureau's being in a worldwide intelligence service will be quickly eradicated by the tremendous responsibilities which will come to the Bureau, which he feels he will have extreme difficulty in meeting. Actually, we do not have ideal personnel for our South American responsibilities. To endeavor to obtain competent personnel at the salaries which the Bureau can pay for adequate coverage in a worldwide basis seems an insurmountable problem. The difficulties of operation in the Eastern Hemisphere in time of peace are a thousandfold and these are encountered in operating in the Eastern Hemisphere in time of war. He feels, consequently, that the Bureau should not wish-like be blinded by the brilliance of a plan which will probably consume us.

*I share the majority view  
and we should not take on the  
responsibility. I have  
advised A. G. & he has  
agreed to this decision.  
cc - Mr. Clegg - Mr. Hendon*

Respectfully,  
For the Conference  
Clyde Tolson

~~CONFIDENTIAL~~

THE DIRECTOR

May 2, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 29, 1946, consisting of Messrs. Tolson, Tamm, Hendon, Nichols, Rosen, Tracy, Mumford, Harbo, and Glavin considered the request of the Little Rock Office for one case of .22 caliber long rifle ammunition for use at police schools and shooting demonstrations on ranges not adapted to the use of heavier types of ammunition.

Mr. Glavin pointed out to the Conference that the Bureau does not as a regular thing store .22 caliber rifle ammunition and it was felt that it would be undesirable for the Bureau at this time to purchase ammunition for demonstration purposes only. The Executive Conference, with the exception of Messrs. Tracy, Hendon, and Mumford, feel that no special ammunition should be purchased for the Little Rock Office and that the Special Agent in Charge should be advised it was not felt that the firearms demonstration program should include weapons other than those regularly used by the Bureau. Messrs. Tracy, Hendon and Mumford, felt that we should furnish such ammunition to the Little Rock Office.

Should the Director approve the majority recommendation, the attached communication should go forward to Little Rock.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/98 BY SP-5 CJP/H

CC: Mr. Hendon  
Mr. Clegg

Tolson  
Mr. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

NRG:PC

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MAY 7 - 1946

EX-10

RECORDED  
&  
INDEXED

66-2554-4/827

MAY 3 1946

April 29, 1946

a  
SAC, El Paso

RE: FBI LISTING ON DOORS OF  
RESIDENT AGENCIES

Dear Sir:

The Bureau cannot approve the expenditure of funds suggested by you in your communication of April 19, 1946, at this time, to letter the door of the Resident Agency in the Federal Building at Albuquerque, New Mexico.

It is suggested that you renew your request subsequent to July 1, 1946.

Very truly yours,

John Edgar Hoover  
Director

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIP/HP

0  
The Executive Conference consisting of Messrs. Tolson, Tamm, Harbo, Nichols, Rosen, Tracy, Hendon, Mumford and Glavin approved this letter going out.

WRG:ejm

COMMUNICATIONS SECTION  
APR 29, 1946

RECORDED

EX-26

66-2554-4828  
F B I  
48 MAY 6 1946

ORIGINAL FILED IN 66-54-1

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: 4/12/46

FROM : L. L. Tyler

SUBJECT: CERTIFIED COPIES OF FINGERPRINT RECORDS

At 4:10 P.M. today Mr. J. P. Perry, Assistant District Attorney, New York County (Manhattan), New York, telephoned and advised that in November, 1945, they sent one of their investigators, Mr. Fay, to get certified copies of the fingerprint cards on which the record of a conviction was based in order to prove this conviction in court. According to Mr. Perry, Mr. Fay worked out with Mr. F. L. Welch an arrangement whereby such certified copies of fingerprints could be received in the future.

Mr. Perry stated that recently in two cases he has written for such certified copies of fingerprints but, unfortunately for him, had received certified copies of the criminal records, which are not sufficient in his court. Mr. Perry wanted to obtain certified copies of the fingerprints asked for in his letters as soon as possible.

The requests were made in the case of Herman W. Lefcourt, FBI No. 551200, by letter dated February 10, 1946, and in the case of John Cimino, FBI No. 494542, by letter dated April 11 (?), 1946. The trial of Lefcourt is scheduled two weeks hence and the trial of Cimino is scheduled for April 25, 1946. In passing, Mr. Perry mentioned that it is quite difficult to read Mr. McGranery's signature on the certifications, and he suggested that under the signature of Mr. McGranery, his name and title be typed.

Mr. Perry was advised that the matter would be looked into and he would be advised some time next week as to the furnishing of the required certified copies of fingerprints and would also be advised as to whose attention he should direct letters in such cases in the future.

RECOMMENDATION:

It is recommended that this memorandum be routed to Mr. Delavigne, Identification Division, who is familiar with this situation, for handling.

LIT:AJB

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/90 BY SP-5 C/B

ADDENDUM: 4-16-46 (mk) Mr. Quinn Tamm has advised me that in his opinion the Bureau is not in a position to furnish a certification pertaining to a photographic copy of a fingerprint card submitted to us by an outside contributor. He is of the opinion that the SAC at New York/City should contact the District Attorney for New York County, New York, advising him of this, and suggesting that in the Bureau's opinion the proper way to introduce a criminal record in such cases would be properly accomplished by having one of the

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INITIALS ON ORIGINAL

59 MAY 24 1946

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employees from the Single Fingerprint Section take the criminal record to the local court in New York City and testify as to the fingerprint identification and contents. Mr. Tamm is of the further opinion that this would be of advantage to the Bureau in training the employees in the Single Fingerprint Section, to which there have recently been added several new employees and this could be accomplished at a minimum of expense in view of the nearness of New York City. KTD.

ADDENDUM: 4/19/46 (obp). The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Hendon, Harbo, Rosen, Hince and Tracy, instructed that certified copies of fingerprints be sent in this case. Mr. Tolson, in over-ruling Mr. Tracy's objection, ordered that the request to furnish copies of fingerprint cards is not a change in Bureau policy but is acceding to a specific request in a specific instance and it is cheaper to send the copies rather than send a fingerprint expert to testify.

ST



COPY: EC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: April 17, 1946

FROM : MR. H. B. LONG

SUBJECT: TWO WEEKS FILES CHECK  
LABORATORY FILES UNIT

As you know every two weeks an inventory is made of all Laboratory files that have been charged out two weeks or more. With reference to those that have been charged out two weeks a list is made and through personal contact we determine definitely that the employee still has the material. A list is also made of any material that has been charged out thirty days or more and through a memorandum to the Section Chief those files are ordered returned.

The required check on files charged out for two weeks, but not thirty days, necessitates a considerable expenditure of time on the part of the Laboratory Files Unit in contacting the employees to whom the material is charged, which is done either telephonically or in person. However, it is believed that it is a worth while project. Proof of its worth is reflected in the fact that we are not experiencing the difficulty with reference to misplaced evidence that was experienced prior to instituting this check.

Miss Mary Ellen Lipscomb, one of the employees of the Laboratory Files Unit, has suggested that we make use of the attached form of inquiry which will be routed to the employee to whom the material is charged in order to stream-line this operation and eliminate having to make these telephonic and personal contacts. Miss Louise Mills, the Unit Supervisor, and myself feel that it is a worth while suggestion.

RECOMMENDATION: That the attached form be mimeographed and put into use in order to handle these inquiries on files charged out two weeks or more but not thirty days. Upon being returned to the Laboratory Files Unit and reviewed it will be destroyed. It is also recommended that Miss Lipscomb be commended by a letter from the Director for this time saving suggestion.

Attachment ADDENDUM: On April 26, 1946, the Conference, composed of Messrs. Tolson, Glavin, Tamm, Tracy, Hendon, Mumford, Rosen, and Harbo unanimously agreed that the above recommendation is desirable; that the bi-weekly check of the files is important in order to maintain a close check on the location of evidence to guard against its loss.

HBL:EH

RTH

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/1/91 BY SP-5 CIB/BJ

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filed with  
original

52 MAY 24 1946

INDEXED & RECORDED 66-2554-4930  
FBI  
EX-61 48 MAY 6 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-4930

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

*Executive Conference*

SUGGESTION #47-5

EMPLOYEE: R. C. SURAN, SAC  
EL PASO FIELD DIVISION

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E.E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That definite instructions be issued to the field with reference to the procedure to be followed in filing index cards bearing identification motor numbers of automobiles. It was pointed out that at the present time there are no specific rules in this regard and that varying practices are followed in the several field offices. The suggestion more specifically is that the index card be filed first by make of automobile and secondly by the last three digits of the motor number.

RECOMMENDATION:

No action at this time inasmuch as specific instructions concerning all phases of indexing including the indexing of automobile motor numbers in field offices will be covered by the proposed indexing guide which is now under preparation and is almost completed and is to be taken up before the Chief Clerk's School during the week of April 15th.

RTH:PJB

EXECUTIVES CONFERENCE CONSIDERATION:

On May 2, 1946, the Executive Conference composed of Messrs. Tolson, E.A. Tamm, Glavin, G. Tamm, Hendon, Clegg, Ladd, Rosen, and Harbo unanimously agreed with Committee recommendation of no action at this time.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/70 BY SP-5 CBN

cc-Mr. Clegg  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EX-16

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INDEXED  
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MAY 3 1946

59 MAY 9 1946

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #66

EMPLOYEE: SAC OLSON  
NEW HAVEN FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That all requests for transfer be required to clear through the SAC. He points out that Agents, at times, look forward to going to In-Service School at which time they can take up with Bureau officials requests for transfer, thus completely ignoring the SAC. He feels it would be desirable for the special requests to clear through the SAC before being transmitted to the Bureau.

ADVANTAGES:

1. It would conform to the suggestion that administrative requests clear through official channels.
2. It would keep the SAC in immediate touch at all times with the amount of Agent personnel which would be attached to his office in the immediate future and those who may be subject to likelihood of early transfer and thus be in a position to make plans to meet such transfer situations.

DISADVANTAGES:

1. There should be no prohibition against going to the Director or any Bureau official and discussing any personal or official problem they care to.
2. It would avoid a feeling on the part of Agents that their request for transfer for personal reasons might be interpreted by the SAC as dissatisfaction with the administration of the office which might be a curb on the Agent's expressing his real wishes.

X - 66

3. Such a specific requirement, in some instances, would delay consideration on a problem which might be very urgent and of the moment to the Agent.

4. Under the present practice, a great majority of requests for transfer are handled through SACs and there is no prohibition against an Agent discussing transfer with his SAC.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

135  
MAY 10 1946

RECH:rs

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CIL/DHP

SUGGESTION #66  
EMPLOYEE: SAC GLEASON  
NEW HAVEN FIELD DIVISION

5. As a present practice, where doubt exists the SAC is requested to make a specific recommendation prior to action being taken by the Bureau.

6. It could be that an Agent would have a reason for transferring which was very confidential and would not desire to have dictated by SAC to clerical employees and subsequently seen by file clerks at the office and Seat of Government and no such curb should be in existence.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 2, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen unanimously recommended that instructions be reiterated to the field that any requests for transfers should be submitted through the Special Agent in Charge for his comments and recommendation.

It was further recommended that when requests are received by Bureau officials direct from Agents while in Washington, the Agent be advised to submit his request by letter through his Agent in Charge for the necessary recommendation and that when any letters are received direct no action be taken on them until the comments of the Agent in Charge have been obtained. It was felt by the Conference that this might tend to deter some of the frivolous requests and also in each instance give the Bureau the benefit of any personal knowledge as to the situation which the Agent in Charge might have.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

APRIL 29, 1946

THE JOINT COMMITTEE

SUGGESTION #52-A

EMPLOYEE: SAC R. A. GUERIN  
DETROIT FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 CJB

MEMBERS PRESENT: R. C. Hendon E. E. Conroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the program for employees' conferences be submitted to the Bureau two weeks prior to its scheduled date rather than by the 10th of the first month of the period in which the conference is to be held.

ADVANTAGES: 1. This will give sufficient time to the Bureau to review the program which is to be held and suggest any changes.  
2. Under the present system numerous changes in the program must be made due to transfers of Agents in the intervening time between the program submission and the date of the conference. New material comes up during the course of the period which should be taken into consideration in preparation of the program.

DISADVANTAGES: 1. The Bureau under the proposal would be less able to follow up the field in advance to see that the conferences are held prior to the end of the period.

RECOMMENDATION: Unanimously favorable.

RCH:PJ

RECORDED 66-2554-4833  
& INDEXED 39 MAY 8 1946

EXECUTIVES CONFERENCE CONSIDERATION:

On May 2, 1946 the Executives Conference, consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen, unanimously approved this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

62 MAY 10 1946



THE DIRECTOR

April 25, 1946

THE JOINT COMMITTEE

SUGGESTION 773

INITIATED: SAC CONNELL  
ALBANY FIELD DIVISION

MEMBERS PRESENT:

E. A. Clegg  
E. C. Hendon

E. C. Conroy  
D. Schmidt

MEMBER SUGGESTS:

That the Bureau authorize destruction of field office records on Alien Enemy Registrations.

ADVANTAGES:

1. Reduces space usage.
2. Previous provisions covering registration of alien enemies are no longer in effect.

DISADVANTAGES:

1. Large amounts of useful information frequently referred to are available in these files, which results in considerable saving in investigative effort.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

(5/2/46)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 CIB/HP

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

RECORDED

INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

by 52 MAY 10 1946

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5C/BSP

SUGGESTION #47-D

SAC, R. C. SURAN  
EL PASO FIELD DIVISION

Operative Conference

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

~~In~~ unknown subject NMVTA Cases before an office sends a communication to another office they ascertain the motor number of the automobile. In those instances wherein they have in their possession the license number but no other identifying data. It was pointed out that this would prevent the opening of two separate files on a single case when a later report is received bearing the motor number.

ADVANTAGES:

1. Possible saving of clerical time in matching two separate files which are to be consolidated.
2. Elimination of duplicate opening of cases.

DISADVANTAGES:

1. In some situations it is not possible to take time to ascertain the motor number because of the circumstances of the case and the license number is the best identifying data available.
2. It is believed in all instances where the license number is used in place of the motor number that the motor number was unavailable at that time and it is not believed that urgent investigation should be delayed merely because the motor number of the automobile is not immediately available.
3. The fact that the license number is used affords ~~no~~ but little difficulty inasmuch as later investigation invariably will succeed in determining the motor number and in the event two separate cases have been opened with respect to the same car these cases can very readily be consolidated.
4. The license number may have been stolen and attached to a car other than the one for which it was issued. ~~44~~ 39 MAY 8 1946
5. Whenever there is subsequent communication, using the motor number, by the office of origin or an auxiliary office and this is the first use of the motor number the change in the title of the case would be set out in the first paragraph of the details in accordance with the existing regulations.

6. In unknown subject cases where the motor number of an automobile is unknown it is believed that the best possible available identifying data is the license number of the automobile involved inasmuch as it is a specific number which will distinguish that case from any other case.

RECOMMENDATION:

Unanimously unfavorable.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

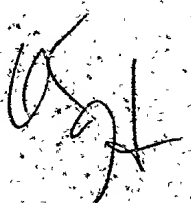
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EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

DCH:DU

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #47-B

EMPLOYEE: SAC R. O. SURAN  
EL PASO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/20 BY SP-5C/1000

MEMBERS PRESENT:

R. G. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the rule requiring an asterisk be placed on an index card indicating the file number of a principal subject be modified so as to allow the placement of the asterisk to depend on the discretion of the SAC of each office.

ADVANTAGES:

1. Would save a little time on the part of clerical employees in making up the index card.

2. It is claimed that the use of the asterisk system is of doubtful value inasmuch as this system was not adopted until fairly recently and hence with respect to large numbers of index cards the absence of an asterisk on a given card is no indication that this does not relate to a principal subject.

DISADVANTAGES:

1. The present system not only has a current value but the practice will result in an accumulated value over a period of years.

2. A very large proportion of the index cards in field offices have been prepared during the past several years when the present rule has been in force.

3. In many types of cases particularly those falling in the National Defense category the absence of the asterisk can be almost fully relied upon with reference to eliminating those which do not refer to main case files.

4. The asterisk is very helpful in immediately locating the principal file on a subject matter.

5. No time of any consequence is required on the part of the clerical employees or others in following the present rule.

6. The proposal that the use of the asterisk be left to the discretion of the SAC is objectionable in that it would create divergent practices and a lack of uniformity in the offices and would be very confusing when the office had a change in SAC.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVE CONFERENCE CONSIDERATION: On 5/2/46 Executive Conference composed of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Rosen, Harbo, Hendon, Pennington, Quinn Tamm, Nease, Miss Gandy, and Miss Gandy was unanimously unfavorable.

cc - Mr. Clegg, Mr. Hendon

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #103

EMPLOYEE: SAC W. A. MURPHY, SAN DIEGO

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/90 BY SP-5ai/bhp

MEMBERS PRESENT:

H. H. GLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That the San Diego Office be permitted to invite the Supervisor of the United States Forest Service in that city to appear before a group of Agents to give specialized instruction on the investigation of forest fires.

ADVANTAGES:

1. The San Diego Office must handle a number of investigations of forest fires in the fall months which are within the Bureau's jurisdiction and due to the specialized type of such investigative activity, additional instruction would be of value.
2. The Bureau works in cooperation with the Forest Service on these forest fires and such instruction would be mutually advantageous.
3. It would develop information perhaps not already available in the Bureau useful in the investigation of forest fires and other arson cases which could be reported upon to the Bureau and, if deemed advisable, circulated to the other offices and made available for use in police training.

DISADVANTAGES:

1. It might give an opportunity to this particular individual to claim that he was an instructor of FBI Agents.
2. There is no more reason for sending out this particular individual to appear before Agents' conferences than any other individual who might be possessed of other equally valuable information.
3. Too, there is nothing which would be gained by having this individual appear before an Agents' conference which would not be obtained equally as well, if not better, by having an experienced Agent who is a qualified lecturer confer at length individually with this person, take copious notes and thereafter appear before the Agents of the San Diego Office and likewise make available to the Bureau as a whole the benefits of any information of value which he might have secured from this person.

RECOMMENDATION:

Messrs. Conroy, Glegg and Hendon recommended that the San Diego Office be permitted to invite the Forest Service supervisor to appear before a group of Agents to give instructions in the fighting of Forest Fires. They recommended that this be done upon the basis of being semi-recreational rather than upon the basis of scheduling a regular instructional lecture, and that copious notes be made, transcribed and forwarded to the Bureau for review in determining the future use of this instructional material.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RCH:HD

53 MAY 12 1946



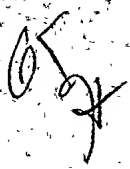
Mr. Scheidt recommended that a qualified Agent interview the Forest Service supervisor at length and thereafter make available to the Agents of the San Diego office, as well as to the Bureau, the benefits of any information of value which may be secured from the Forest Supervisor.

RCH:HD

#### EXECUTIVES CONFERENCE CONSIDERATION

On May 2, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen, unanimously approved this suggestion. It was further felt by the Conference that there would be no objection to inviting the Forest Service representative to give a lecture and that it was not necessary to place it upon a recreational basis.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

RCH:DW

THE DIRECTOR

4/26/46

THE JOINT COMMITTEE

SUGGESTION #102

EMPLOYEE: SA EUGENE E. BANGS, CINCINNATI

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That when stop notices are placed by an Agent a distinctive colored card or slip similar to a chargeout slip be placed in the investigative file to serve as a flag so that the notice will be properly withdrawn at the pertinent time.

ADVANTAGE:

1. It would serve as a flag to anyone reviewing the file that a stop notice existed which should be withdrawn.

DISADVANTAGES:

1. It is just an additional administrative device and duplicatory of the present stop notice file which serves the same purpose.
2. It might have a tendency to cause files not to be reviewed properly and hence if for any reason this card was not made a stop might not be removed.
3. This is a double, double check of a red tape type.

RECOMMENDATION: Unanimously unfavorable.

RCH:HD

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166-554-4838  
FBI  
39 MAY 8 1946

EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/70 BY SP-5 C. B. H.

52 MAY 10 1946

THE DIRECTOR

May 3, 1946

THE EXECUTIVE CONFERENCE

RULE #28 - NEW RULES OF CRIMINAL PROCEDURE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/20 BY SP-5 CJB

Rule #28 of the Rules of Criminal Procedure for the District Courts of the United States, which were recently placed in effect, provides that the court may appoint any expert witnesses agreed upon by the parties or may appoint witnesses of its own selection. This rule does not, in effect, alter the situation which previously existed, since Federal judges had such prerogatives prior to the issuance of the present rule.

The Conference, on May 2, considered the suggestion of Mr. D. J. Parsons that we prepare a concise pamphlet which can be distributed to the Federal judges advising them of the facilities of the FBI Laboratory which are available to them.

Messrs. E. A. Tamm, Glavin, Quinn Tamm, Hendon, Clegg and Ladd favored the proposal that such a pamphlet be distributed to Federal judges with an appropriate letter of transmittal. They felt that the Federal judges constitute a powerful and influential group and that the proposed program for distribution of a pamphlet would tend to counteract any tendency of the judges to call on outside experts.

Mr. Tolson felt that no action should be taken with reference to the suggestion, it being his position that we have inadequate Laboratory personnel to handle promptly the examinations which we are now receiving and we are faced with the necessity of further reduction of personnel prior to July 1.

It was Mr. Harbo's recommendation that no action should be taken other than to prepare a brief letter to the SACs, advising them in their contacts with Federal judges to be sure that they are ~~informed~~ conversant with the facilities and services of the Laboratory.

For the Director's information, since the new rules became operative we have received one inquiry from a United States Attorney, ~~in which~~ the FBI would object to his recommendation that the court designate an FBI technician to be an expert witness. This involved a Treasury Department case in which the judge had expressed dissatisfaction with the Treasury Department expert. The FBI interposed no objection, but nothing further has been heard concerning the case.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

59 MAY 9 1946

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #52-B

EMPLOYEE: SAC R. A. GUERIN  
DETROIT FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 CJB/BWP

MEMBERS PRESENT: R. C. Hendon E. E. Conroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau permit field divisions to handle the  
BA Informants directly.

ADVANTAGES: 1. It would eliminate photostating work.  
2. It would permit supervision of the informant on the  
spot which might permit more expeditious handling of their reports and provide  
better coverage.

DISADVANTAGES: 1. BA Informants have recently been numbered and reduced to  
the minimum with approximately 50% of them being  
turned over to the field offices for handling.  
2. The basic purpose of the BA Informants would be defeated  
by turning them over to the field offices and even assuming that all of the  
advantages would be achieved this should not be done.

RECOMMENDATION: Unanimously opposed.

RCH:PJG

EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46) - 82

Unanimously opposed by the Executives Conference consisting of  
Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon,  
Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

52 MAY 10 1946

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #47-A

EMPLOYEE: SAC R. C. SURAN  
EL PASO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 C/BMP

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the present rule with reference to the preparation of prosecutive summaries be modified so that they would be required only when the Agents are directed to prepare them by the Bureau or the SAC. At present the rule requires that they be prepared in cases wherein there will be probable prosecution unless the case file is extremely brief.

ADVANTAGES:

1. Savings of Agents' time and stenographers' time in preparation of reports.
2. Savings of time of supervisors at the Seat of Government and in the field.
3. Prosecutive summaries may not be necessary in simple types of cases.

DISADVANTAGES:

1. Prosecutive summaries are unquestionably of assistance to prosecuting attorneys in obtaining a successful prosecution of the case.
2. Prosecutive summaries undoubtedly result in an increased number of decisions on the part of the U.S. Attorney to proceed with prosecutive action.
3. They are extremely helpful to the investigating Agent in that they provide a check as to whether all necessary evidentiary items have been secured. In other words in preparing the prosecutive summary he must of necessity review the file to see that the investigation is complete.
4. The proper and reasonable conclusion of the present rule does not require that prosecutive summary reports be written in cases where they do not serve a useful purpose in simple cases where only one or two short investigative reports have been submitted.
5. The prosecutive summaries provide excellent training to Agents not thinking in terms of the evidence.

Unanimously unfavorable.

RECOMMENDATION:

EXECUTIVE CONFERENCE CONSIDERATION: On 5/2/46 Executive Conference composed of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Q. Tamm, Hendon, Clegg, Ladd, Rosen, Harbo was unanimously unfavorable.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg  
Mr. Hendon

58 MAY 10 1946

PR



ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CJB/PA April 26, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #45-F

EMPLOYEE: SAC N. H. McCabe  
KNOXVILLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That section 13H of the Manual of Rules and Regulations covering the addresses to be shown on telegrams to field offices be changed to reflect the page printer designation and those offices equipped with Western Union page printers.

That a form be prepared on pink paper for the sending of telegrams over Western Union machines similar to the teletype form.

ADVANTAGES:

1. It might facilitate the handling of teletypes coming into the field offices at Western Union offices, the message itself to reflect the existence at that office of a Western Union page printer.
2. It tends toward a uniformity in transmittal of messages.
3. A form is used at present for teletype messages and it would be logical to also have a form for telegrams.

DISADVANTAGES:

1. Not all offices are equipped with page printers and in preparing the addresses on messages the clerical employees refer to the mailing list rather than to the manual.
2. It is easier to keep the offices advised as to the location of a page printer through the regular field office mailing list than it is through manual changes which would be less current.
3. There is no evidence to indicate that the existence of the Western Union page printer in the address on the message would expedite its delivery.
4. Different types of paper would have to be used for the different types of offices.

5. Western Union messages are presently prepared on Western

Union forms furnished by the Western Union Company which is cheaper and fully serves the purpose.

RECOMMENDATION:

Unanimously opposed.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

52 MAY 10 1946

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

April 25, 1946

THE JOINT COMMITTEE

SUGGESTION #45-E

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT: R. G. Hendon E. E. Conroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the reports being sent to other offices not be stapled together but that a paper clip be used.

ADVANTAGES: 1. It is claimed that when staples are used it is difficult to get the reports apart and they become torn.

DISADVANTAGES: 1. Any change is not worth the trouble in issuing the instructions.  
2. Staples prevent copies from becoming detached in transmittal or immediately after receipt.

3. It appears highly arbitrary to issue regulations concerning such a recommendation.

RECOMMENDATION: Unanimously opposed.

EDH:PJB

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/HP

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

RECORDED  
INDEXED

66-2554-4813  
FBI  
39 MAY 8 1946  
Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

152 MAY 10 1946

THE DIRECTOR

APRIL 24, 1946

THE JOINT COMMITTEE

SUGGESTION #106-G

EMPLOYEE: IN-SERVICE CLASS #9

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Schaidt

EMPLOYEE SUGGESTS: That the panel forum of the Security Division be extended from one-half hour to one hour in future In-Service schools.

ADVANTAGES:

1. This would give the Agents the benefit of additional time for instruction on policy and investigative procedures in security cases.

DISADVANTAGES:

1. The time which can be allotted for each subject in In-Service schools is limited and the schedule is based upon the balancing of needs and interests.

RECOMMENDATION:

Unanimous that the suggestion be considered in connection with the schedule for a new cycle of In-Service schools presently being considered.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, was unanimously in agreement with the Joint Committee that the suggestion be considered in connection with the schedule for the new cycle of In-Service schools.

Respectfully,  
For the Conference

RECORDED

&  
INDEXED

Clyde Tolson 39 MAY 8 1946

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

59 MAY 9 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/HR

THE DIRECTOR

APRIL 24, 1946

THE JOINT COMMITTEE

SUGGESTION #106-E

EMPLOYEE: IN-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP

EMPLOYEE SUGGESTS:

That in ~~old~~ *old* fugitive cases or other cases of major importance it be an automatic requirement that the Agent who has made a file review assemble with a committee of experienced Agents, other than supervisors, to have a critical discussion of the case.

ADVANTAGES:

1. Through such a discussion there would be some insurance that all possible investigative steps have been considered by the Agent.
2. Those participating in the discussion might reflect new viewpoints and suggest new investigative possibilities.
3. The suggestion is in line with the principle that two heads are better than one.

DISADVANTAGES:

1. It would be a waste of the investigative time of a group of Agents.
2. The same purpose is often achieved through informal discussions of cases of importance of this type among the Agents who have or are working on them.
3. It would add a step which would tend to become perfunctory with no assurance that the results would be productive.
4. There is nothing existing to prohibit or prevent Agents' discussing their cases with other experienced Agents and, in fact, this is a common practice.
5. Such a formalized rule would in most instances merely afford a forum for the Agent who had reviewed the file to display his knowledge thereof.

RECOMMENDATION: Unanimously unfavorable.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC: CLEGG

59 MAY 9 1946



THE DIRECTOR

APRIL 24, 1946

THE JOINT COMMITTEE

SUGGESTION #106-F

EMPLOYEE: III-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. G. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That a modus operandi file be maintained at the Seat of Government on bank embezzler cases and the field automatically advised as to the methods used in the commission of such offenses.

ADVANTAGES:

1. It would give investigative Agents some knowledge as to various systems utilized in effecting a bank embezzlement.

DISADVANTAGES:

1. Bank embezzlement is a type of offense that is committed by a person who generally has no previous criminal record.
2. Bank embezzlers are localized to one institution.
3. Such cases ordinarily come to the Bureau's attention after a check by a bank examiner who at the time furnishes a general idea as to the system followed by the particular subject.
4. The various systems utilized by bank embezzlers are generally known to all accountants.
5. Would add another administrative device without any occasion of any concrete benefits being derived therefrom.

RECOMMENDATION: Unanimously unfavorable.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-SC/bw

59 MAY 9 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #96

EMPLOYEE: SAC STEIN, SAN FRANCISCO

4/25/46

*Executive Conference*

*Korff - Stein*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That a mimeographed list of sources of information be furnished to each Special Agent for his daily use.

ADVANTAGES:

1. Each Agent would always have with him the available source of information for ready reference.
2. It would assist in keeping the source of information cards in a current status.
3. It would serve as a tickler to an Agent in performing his investigative activities to make certain that he was not overlooking any possible source for pertinent information.

DISADVANTAGES:

1. Such a list in many offices would be very large and cumbersome to handle - running into hundreds of pages.
2. The chance would exist that some Agent would lose the mimeographed list which might prove embarrassing.
3. The information is now readily available to the Agents when necessary from the source of information cards.
4. It would not be practical for a roadwork office having a large number of cities since it would entail the preparation of numerous mimeographed lists of sources of information inasmuch as the project to be worthwhile for the headquarters would be equally worthwhile for any city of corresponding size.
5. The sources of information have a way of becoming out of date and for this list to have any current value, it would be necessary to make amendments and revisions frequently - thus entailing a considerable amount of mimeographing and redistribution of lists.

RECOMMENDATION: Unanimously unfavorable.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJB

EX-27

66-25-1  
F B I  
39 MAY 8 1946

4047

Unanimously opposed by the Executives Conference on May 3, 1946, present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

59 MAY 9 1946

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #37-E

EMPLOYEE: SAC F. C. FOLLOMAN  
CINCINNATI FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That lead cards be made up in the same operation as assignment cards are made when new cases are received in the office through inserting blank pieces of paper behind the duplicate assignment card and tickler card.

ADVANTAGE:

1. Lead cards would be made in the same typing operation as the assignment cards are made rather than in a separate operation as at present.

DISADVANTAGES:

1. This would not make an original lead card available which might lead to confusion in filing since the carbons of the lead cards are filed differently from the originals.
2. The same information is not required or applicable to lead cards as to assignment cards.
3. Different information is required on lead cards based upon reports received from other offices and this would mean that two systems would have to be utilized in the preparation of lead cards, dependent upon whether they were based upon reports opening a case or upon subsequent reports.
4. In some instances it would require multiple runs to obtain sufficient number of lead cards to serve the purpose or result in illegible lead cards. This would be particularly true in those offices where the master assignment card system is utilized.

RECOMMENDATION: Unanimously unfavorable.

RCH:ER

EXECUTIVES: CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

Hendon

52 MAY 10 1946

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #45-H

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP5CJ/BKF

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau start work as soon as possible on additional training films.

ADVANTAGES:

1. Visual education would be of great value in connection with extensive police training activities of the Bureau.
2. They would add to any police school curriculum.
3. The only real training film which the Bureau presently has is over 10 years old at the present time.
4. The favorable response and value of the training film Technique & Mechanics of Arrest and Searches of Persons definitely indicate that other training films would be very useful as well as appreciated by law enforcement agencies.
5. There is a frequent demand on the part of police training schools for training films and inquiries are constantly being received with reference to the existence of such Bureau films.

RECOMMENDATION:

Unanimously favorable. However, the Committee pointed out that at the present time the

Bureau is proceeding with plans for a training film dealing with the Practical Pistol Course. These films are expensive and the number which can be made is dependent upon budgetary factors and availability of personnel for their technical guidance. It is felt that the suggestion is in line with the present Bureau policy of proceedings with training films as conditions will permit.

RGH:PJA

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

INDEXED

166-3554-4849  
F B I  
39 MAY 8 1946

On May 3, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen considered this suggestion and was of the opinion that the present policy and activity of the Bureau were in accord with the suggestion and that the availability of funds we were doing everything possible at the present time toward the development of good training films.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 MAY 10 1946

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #72

EMPLOYEE: BLANCHE V. HOBBS, CLERK  
DENVER FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau obtain for the use of field offices assignment-cards already assembled in tablet form with carbon paper inserted.

At present, the assignment cards are assembled and carbon paper inserted by clerical employees, usually a night clerk.

ADVANTAGES: 1. Saving of clerical time in field offices in assembling assignment cards with the carbon paper.

DISADVANTAGES: 1. It would be expensive. The carbon paper deteriorates rapidly and only small quantities could be purchased at a time.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

RECORDED

INDEXED

166-2554-4850  
F B I  
Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/00 BY sp-5 cjp/m

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E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg  
Mr. Hendon  
Mr. Clegg  
52 MAY 10 1946  
RCH:rs



THE DIRECTOR

April 24, 1946

THE JOINT COMMITTEE

SUGGESTION 754-C

EMPLOYEE: SAC BOARDMAN  
SEATTLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/92 BY SP-5 CJB/DA

EMPLOYEE SUGGESTS:

That the date of contacts and recontacts with confidential informants no longer be recorded on back of informant cards.

ADVANTAGES:

1. There is no substantive purpose achieved through noting such recontacts on informant cards.
2. The use made of an informant can better be ascertained through a check of files rather than depending upon any notations made as to recontacts.
3. Unnecessary work is caused on the part of Agents and clerical employees in making the notations and hence the abolition of this requirement would result in a considerable saving of time.
4. The accuracy of the notations is always questionable since the absence thereof does not necessarily mean there has been no contact with informant since Agents have an inclination to overlook this requirement from time to time.
5. The maintenance of such notations is primarily a bookkeeping operation which could readily be dispensed with and accomplishes no useful purpose in itself.
6. There may be a tendency on the part of an SAC when observing that few notations of recontacts have been made on the cards to institute a "project" of having contacts made with informants solely to clear a record rather than to accomplish any investigative purpose.
7. The elimination of such an operation is a step in accordance with streamlining principles.

DISADVANTAGES:

1. The making of the notations on the cards gives indication of some value as to the use made of confidential informants by a field office.
2. This device may place some little administrative pressure upon an Agent in Charge to supervise the development and maintenance of confidential informants.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

100 MAY 1 0 1946

1. Tolson  
 2. E. A. Tamm  
 3. Clegg  
 4. Glavin  
 5. Ladd  
 6. Nichols  
 7. Rosen  
 8. Tracy  
 9. Carson  
 10. Egan  
 11. Gurnea  
 12. Harbo  
 13. Hendon  
 14. Pennington  
 15. Quinn Tamm  
 16. Nease  
 17. Mohr  
 18. Winterrowd  
 19. Tele. Room  
 20. Holmes  
 21. Gandy

SUGGESTION #54-0  
 EMPLOYEE: SAC BOARDMAN  
 SEATTLE FIELD DIVISION

3. The notations are of some value in indicating whose services have not been used for long periods of time and who should either be contacted or discontinued completely.

RECOMMENDATION:

1. Unanimously favorable.
2. That for the same reasons the rule requiring the noting of recontacts on the SAC contact cards likewise be discontinued.

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 3, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen considered the above suggestion. With the exception of Mr. E. A. Tamm the Conference was in favor of the recommendations of the Joint Committee that the date of contact and recontacts with confidential informants and SAC contacts no longer be noted on the cards. Mr. Tamm felt that such notations should be made.

OK

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

RCH:DW

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #106-H

EMPLOYEE: IN-SERVICE CLASS #9

MEMBERS PRESENT:

R. T. Harbo  
E. D. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That a form be made available upon which Special Agents could indicate in longhand new sources of information developed from which source of information cards would be compiled.

ADVANTAGES:

1. It would eliminate the dictation of source of information cards.
2. It might serve as a tickler to the Agent to submit new sources of information.
3. The form would insure that complete information was submitted as required for the submission of a source of information card.

DISADVANTAGES:

1. It would be just another administrative device and unnecessary form.
2. It is a simple process for an Agent to submit a memorandum or a source of information card without the use of a form.
3. It would add to the supplies which it would be necessary for an Agent to carry with him.

RECOMMENDATION: Unanimously unfavorable.

RCH:MR

EXECUTIVES' CONFERENCE ACTION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Clegg, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm & C. L. Tamm

RECORDED  
INDEXED

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EX-21

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

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THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #111

EMPLOYEE: STENOGRAPHER LONNIE W. WEGE  
KANSAS CITY FIELD DIVISION

MEMBERS PRESENT:

H. H. CLEGG  
E. T. HARBO

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That in ~~in~~ Selective Service cases of the no card type the office in whose territory the individual was arrested by some local law enforcement agency not be required to open a separate case file but that instead the serials relating thereto be placed in the "25-0" file.

The suggestion is already in accordance with the established procedure generally followed by field divisions. Accordingly, a letter has been prepared for approval instructing the Kansas City Office to discontinue opening separate case files.

RTH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 2, 1946, the Executive Conference composed of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Hendon, Clegg, Ladd, Rosen, and Harbo unanimously agreed that the proposed letter should go forth.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/90 BY SP-5 C. BOP

RECORDED  
&  
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PD

EX-27

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

MAY 1946

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION: #49-B

EMPLOYEE: SAC KENNETH LOGAN  
OMAHA FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/2/90 BY SP-5 CIP/BJP

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. D. Conroy  
E. Schmidt

EMPLOYEE SUGGESTS:

That the regulation requiring field offices to maintain bank robbery albums be discontinued.

ADVANTAGES:

1. Saving of Agent and clerical time necessary to maintain the album in current status.

2. The proponent of this suggestion stated he had no personal knowledge of any instance where the bank robbery album was a direct or indirect medium through which the identities of bank robbers had been established.

DISADVANTAGES:

1. The amount of time required to maintain the album in a current status is not substantial.

2. The maintenance of the album is in accordance with standard law enforcement procedures of all reputable police departments, maintaining comparable photographic record files of known criminals operating in our major fields.

3. It is possible to make identifications and one such identification is worth the time of its maintenance over a long period.

4. The album has excellent public relations value since it creates a very good impression on the witnesses when displayed to them.

5. The album also has value even when witnesses at a bank robbery fail to identify any person whose photograph is in the album, in that they may assist the witnesses in describing the appearances of the bank robbers or pointing out a resemblance in appearance between the robber and individuals whose photographs may be in the album.

6. The album is a valuable reference for Agents newly assigned to bank robbery cases in the field office territory.

RECOMMENDATION:

Unanimously unfavorable.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

May 2, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen unanimously recommended that the opinion of the Special Agents in

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&  
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Charge of the six offices in which bank robbery cases are most prevalent be obtained as to the current value of the bank robbery album. The Conference was generally disposed to the belief that the album was of some value and certain cases were cited in which it had helped effect identifications.

If approved, the opinion of the Special Agents in Charge will be obtained as indicated.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #45-G

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. G. Hendon E. E. Cenroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the Director appoint a committee to study the various types of surplus equipment being disposed of by the armed forces which might be of use to the Bureau and to law enforcement agencies.

ADVANTAGES: 1. This is presently being done at the Seat of Government.

RECOMMENDATION: That SAC McCabe be advised that the Bureau is already following this suggestion.

ROH: PJO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP/DA

EXECUTIVES CONFERENCE CONSIDERATION:

On May 3, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen unanimously approved the recommendation of the Joint Committee that SAC McCabe be advised that the Bureau is already following his suggestion and that the attached letter go forward to McCabe.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

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Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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MAY 10 1946

THE DIRECTOR

APRIL 29, 1946

THE JOINT COMMITTEE

SUGGESTION #50

EMPLOYEE: SAC W. A. MURPHY  
SAN DIEGO FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/12/90 BY SP-5 CJB

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

Streamlining the requirements with respect to the field office preparation of vouchers especially those relating to purchasing gasoline, oil, and washing jobs from contract companies such as Standard Oil. He points out the invoices are sent to the field office with the actual individual sales tickets attached. He suggests it would help materially if the invoices and sales tickets could be forwarded to the Bureau attached to the voucher without the necessity of having to compile the total number of gallons of gasoline, quarts of oil, etc., as is now the practice.

ADVANTAGES:

1. Saving of clerical time.

DISADVANTAGES:

1. The information both as to its nature and the form in which it is set up in the reports furnished to the Bureau by field offices is required by the Bureau of Public Roads and also by the Administrative Division of the Department of Justice which audit the reports.

RECOMMENDATION:

Unanimously unfavorable.

RCH:FJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 2, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance, unanimously opposed this suggestion. It was pointed out that the present form in which vouchers are submitted has also enabled the Bureau to effect certain savings and to prevent overcharges which otherwise would not have been evident.

Respectfully,  
For the Conference

RECORDED

INDEXED

EX-5

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

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THE DIRECTOR

April 25, 1946

THE JOINT COMMITTEE

SUGGESTION #45-D

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CJB/KH

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That whenever an office preparing a report knows the location of the U.S. Attorney in another field division this be set out in the space in which the copies for the U. S. Attorney are designated.

ADVANTAGES:

1. It would be of assistance to the clerical employees of the receiving office in mailing the reports to the appropriate U. S. Attorney.

2. It would also permit the Bureau to know at the outset the information as to the U.S. Attorney receiving a copy of the report.

DISADVANTAGES:

1. This is just additional red tape, placing unnecessary burdens upon the dictating Agent and the stenographer.

2. The suggestion is unenforceable inasmuch as frequently the location of the U.S. Attorney in other districts will not be known to the office preparing the report.

3. Through familiarity with the territory the clerical employees in the receiving office readily know as to what U.S. Attorney a particular report should be sent.

4. The research necessary to obtain the information would be an important waste of Agents' time.

RECOMMENDATION:

Unanimously opposed.

ACH:RJG

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

52 MAY 10 1946

THE DIRECTOR

April 25, 1946

THE JOINT COMMITTEE

SUGGESTION: #45-C  
EMPLOYEE: SAC N. H. McCabe  
KNOXVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJB/K

MEMBERS PRESENT: R. C. Hendon E. E. Conroy  
R. T. Harbo E. Schedit

SUGGESTION: That Section 11-L-14 in the Manual of Rules and Regulations which states that "the criminal record of all subjects shall be set forth in the details as soon as it is available" be changed and instructions issued that no criminal record shall be incorporated in an investigative report until all dispositions have been obtained.

ADVANTAGES: 1. Whenever a criminal record was incorporated in a report it would be complete showing all dispositions.  
2. It would give better assurance that all dispositions were obtained.

DISADVANTAGES: 1. Information as to the criminal record is in many instances of immediate importance and should be immediately reported for prosecutive, investigative and other uses.  
2. If such a rule were adopted facts in particular cases would require words of exceptions which would make it impossible for compliance.  
3. Delay is always occasioned in obtaining dispositions since they are obtained through correspondence with police departments and we are dependent upon the promptness with which they may handle their correspondence.  
4. In some instances dispositions are unobtainable. In still others they are not required to be obtained under the Bureau's regulations.

RECOMMENDATION: Unanimously opposed.

RCH:PJS

RECORDED  
&  
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166-2554-4850  
F I  
27 MAY - 8 1946

EXECUTIVES CONFERENCE CONSIDERATION: EX-21

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, was unanimously opposed to this suggestion.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 MAY 10 1946



THE DIRECTOR

4/26/46

THE JOINT COMMITTEE

SUGGESTION #97

EMPLOYEE: SAC C. W. STEIN, SAN FRANCISCO

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. D. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That a ~~Selective Service Apprehension Form~~ presently being utilized at the San Francisco Office be utilized by the Bureau. This form is filled out in each instance by an Agent who has taken a Selective Service subject into custody. On the form is shown the subject's name, description, information regarding his particular selective service violation and his place of incarceration as well as any information of particular interest. This form is then sent by the apprehending Agent to two Agents who maintain constant liaison contact with the Assistant United States Attorneys, Commissioners and Marshals handling the Selective Service violators. Upon the receipt of the form such liaison Agents discuss the case with the U. S. Attorney, handle the Commissioner's hearing and follow the case through to its final determination. Additional information is then added to the form by those Agents indicating the prosecutive steps that have been taken and the form is then returned to the apprehending Agent who submits a closing report.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/PH

ADVANTAGES:

1. Agents who have apprehended the Selective Service violators can continue with their regular duties including road trips without being interrupted by conferences with U. S. Attorneys or attendance at the Commissioner's hearing.
2. Agents' time is saved through having one or two Agents handle all of the contacts and proceedings with the U. S. Marshal and Commissioner.
3. No time is lost on the part of many different Agents awaiting appointments with U. S. Attorneys.
4. It develops a sort of streamlined production method of handling cases.

DISADVANTAGES:

1. Such a system leads to a routine handling of Selective Service violations.
2. Such a system is absolutely contrary to the usual Bureau procedure in which an Agent handles a case on through to its ultimate conclusion before the court and there is no reason to make an exception in Selective Service cases.
3. Agents to whom the cases are assigned are more qualified due to their intimate knowledge of the facts to discuss the matter with the U. S. Attorney and to present the facts before the Commissioner's hearing with less chance being present for a miscarriage of justice.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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4. Such a system deprives Agents working on these cases of valuable experience in testifying before U. S. Commissioners' hearings, and in presenting cases to U. S. Attorneys.
5. It, in effect, transfers the duties of the U. S. Attorney to the Agents who are maintaining liaison with the U. S. Attorney's office, in that they would be serving practically as runners for the U. S. Attorney.
6. In effect these two men are on administrative duty in San Francisco without approval from the Bureau.
7. Any time spent by an Agent in presenting a case to the U. S. Attorney and attending a Commissioner's hearing is certainly warranted and is his fundamental duty as a Special Agent.

#### RECOMMENDATION:

Unfavorably unfavorable and that instructions be issued to the San Francisco Office to immediately discontinue this unauthorized practice. Such a letter is attached hereto, if approved.

#### RECH:ED

#### EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 2, 1946 considered the above suggestion.

Messrs. Tolson and Glavin recommend that the views of SAC Howard Fletcher, now assigned to San Francisco, be obtained prior to the Bureau taking action as to the use of the Selective Service Apprehension Form since they feel that possibly such a form might be serving some purpose.

Messrs. Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen agree with the Special Committee that the use of the form and this procedure should be immediately discontinued and recommend that the attached letter go forward to the San Francisco Office.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #106-J

EMPLOYEE: IN-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT: R. C. Hendon  
R. T. Harbo

E. E. Conroy  
L. Scheidt

EMPLOYEE SUGGESTS: That the Seat of Government establish a modus operandi file in impersonation cases so the field can refer methods of operations to the Bureau for comparison with the national file.

ADVANTAGES:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 C. J. P. [initials]

1. This might assist in consolidating cases in which the same subjects are involved.
2. This is a type of violation in which the same individual is often involved in a series of cases in different territories.
3. This would be in accordance with the usual law enforcement practice in developing modus operandi files concerning characteristic types of frequent violations.

DISADVANTAGES:

1. The establishment of such an independent file would require additional supervisory and clerical work.
2. The fraudulent check file, in effect, serves the same purpose since in a majority of these cases the impersonator is one who passes fraudulent checks.
3. Supervisors of impersonation violations at the Seat of Government are able to recognize similarities in operations and thus achieve the consolidation of cases which is sought in the establishment of this particular file.
4. The establishment of the proposed file would add a strenuous amount of work not only at the Seat of Government but also on the part of the field in compiling and furnishing such information, it being pointed out that there are a large volume of impersonation cases.
5. The Laboratory maintains a Federal impersonators' handwriting file which is an aid in identifying any relating cases through document examination.
6. The methods used by the great bulk of impersonators are so similar that the little variations which appear in each case are not sufficient to identify a particular case with a particular impersonator solely on the basis of modus operandi.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECOMMENDATION:

Unanimously unfavorable.

cc: Mr. Clegg  
Mr. Hendon

66-2554-4860  
F B I  
37 MAY 8 1946


EX-21

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EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
RCH:DF

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUBJECT: 106-L

EMPLOYEE: IN-SERVICE CLASS 19

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/80 BY SP-5 C. B.

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That a repair clerk or repair section be designated in the Chief Clerk's Office in each field division to which an Agent may send files needing repair.

ADVANTAGES:

1. Could create one specific point to which files in need of repair could be sent.
2. The knowledge that such a section existed might encourage Agents to route files in need of repair for attention.

DISADVANTAGES:

1. There is no need for the designation of such a place since under present procedures an Agent merely needs to route such a file to the Chief Clerk's Office with a notation it is in need of repair.
2. The clerical employee handling files in an office usually is the one who looks out for those in need of repair and initiates the necessary steps.

RECOMMENDATION:

Unanimously unfavorable.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

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EX-27

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THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #71

EMPLOYEE: BLANCHE V. ROBBS, CLERK  
DENVER FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/70 BY SP-SCI/PAF

EMPLOYEE SUGGESTS:

That both the original and second sheets used in preparing  
investigative reports be transmitted to the field by the  
Bureau with holes for acco fasteners already punched in  
the paper.

It is to be pointed out that the second sheets for the  
investigative reports are plain onion-skin type of paper  
frequently used in other types of communications in which  
the holes would not be desirable and the requirement as  
suggested would cause two types of paper, one with and  
one without holes, to be furnished to each field office.  
Each stenographic employee would have to maintain both  
types in her desk. Also, it is pointed out that each  
field office is adequately supplied with hole-punching  
equipment so that this performance can be handled as and  
when necessary.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, those present being Messrs. Tolson, Glavin,  
Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference  
RECORDED

&  
INDEXED

26 Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg

cc: Mr. Hendon

cc: Mr. Clegg

52 MAY 10 1946

RON:rs

THE DIRECTOR

May 3, 1946

THE EXECUTIVE CONFERENCE

RADIO MONITORING

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/90 BY SP-501/DP

The Conference on May 2, 1946, considered an inquiry from the Special Agent in Charge at Anchorage as to whether the Bureau is considering radio monitoring operations with reference to Russian stations. He thought that Russian stations operating in the general vicinity of Vladivostok could be successfully monitored by the Anchorage station.

The Bureau discontinued all of its radio monitoring activities immediately upon the termination of hostilities last August. Mr. Ladd advised the Conference that radio monitoring is at present the primary responsibility of the Army; that the Army authorities have been making some representations with a view to our handling some radio monitoring. Mr. Ladd has indicated to them that the Bureau would not take any action along this line until the question as to who will handle world-wide intelligence has been settled.

It was the unanimous opinion of the Conference, composed of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Hendon, Clegg, Ladd, Rosen, and Harbo that no action should be taken by the Bureau with reference to radio monitoring until the question of who should handle world-wide intelligence has been resolved.

A letter addressed to the Anchorage office is attached for approval.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg  
Mr. Hendon

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19 MAY 8 1946

EX-62

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 MAY 10 1946

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #54-D

EMPLOYEE: SAC BOARDMAN  
SEATTLE FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 C. J. H. D.

*C. J. H. D. Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

1. That current instructions be issued by Bureau mentioning all requirements as to submitting reports in Matnap case.
2. That three copies of reports no longer be required by Seattle Office but only two copies be furnished thereto.
3. That the requirement that one copy of each report be designated for the office where a suspect was first reported be discontinued.

ADVANTAGES:

1. Instructions as to the submission of reports in this case are scattered throughout the field in various Bulletins and SAC Letters and should be brought up to a current status for ready reference.
2. The elimination of one copy for Seattle Office would be a saving in money and in many instances, time. Two copies are entirely sufficient to serve the purpose.
3. No longer is it necessary for a copy to be furnished to the office where suspect was first reported since due to the reduction in the number of suspects, the activities of each can be fully supervised by the Seattle Office.
4. The elimination of a copy for offices where suspect was first reported would also eliminate additional clerical and supervisory effort in handling those particular reports which are actually of no interest to an office.

The SAC of the office of origin of the Matnap case has indicated he is in favor of all these suggestions and that it will facilitate the work of the office of origin.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED

INDEXED

311 13 12 8 1946

135  
MAY 10 1946

Suggestion 54-D

Employee: SAC Boardman  
Seattle Field Division

- DISADVANTAGES:
1. Additional work in preparation, mailing, and filing of letters suggested.
  2. Additional work in preparation of letter suggested in order to contain any additional observations the Bureau might wish to make.

RECOMMENDATION: Unanimously favorable and that the specific recommendations by Boardman be considered by the case Supervisor in preparation of instructions to the field.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DT

THE DIRECTOR

April 23, 1946

THE JOINT COMMITTEE

SUGGESTION #54-B

EMPLOYEE: SAC BOARDMAN  
SEATTLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP

EMPLOYEE SUGGESTS:

That the ~~alphabetical~~ card on ~~Confidential~~ informants who have been discontinued and no longer retained be destroyed at the time of discontinuance.

Under the present regulations, when the services of an informant are discontinued the name and symbol cards are marked cancelled and a notation is made as to the file and serial number containing information reflecting the reason for discontinuation. The name card is then filed alphabetically in the discontinued section of the informant indices and the symbol card is filed numerically.

ADVANTAGES:

1. The destruction of the alphabetical card would avoid a duplicate index.
2. All the information on the card is in the field office file on the informant and readily available.
3. Additional clerical work is necessary to comply with the present rule in that after the letter to the Bureau advising of discontinuance of the informant is mailed it must be serialized and then recorded against the informant card.
4. In most instances where a question would arise as to an informant, the card probably would not suffice and who would look at the card anyway. It was found in the New York City Office, where there are maintained probably the largest number of cards of this nature of any field office, that reference is seldom made to these cancelled alphabetical cards.
5. The present requirement is in the nature of a "string saving."

DISADVANTAGES:

1. In those few instances where in the review of a report a symbol number is mentioned covering a discontinued informant the alphabetical card serves as a ready reference to his identity and reliability.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAY 13 1946

COPIES



SUGGESTION #54-B  
EMPLOYEE: SAC BOARDMAN  
SEATTLE FIELD DIVISION

2. These discontinued alphabetical cards occupy far less space and once the card is placed in that section no further work is necessary on the maintenance.

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 3, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen was unanimously in favor of this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #106-K

EMPLOYEE: IN-SERVICE #9

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That a demonstration of Defensive Tactics be given at each In-Service class for a minimum of one hour in the future.

ADVANTAGES:

1. This is a matter of interest to the Agents.
2. Such demonstrations are being given at law enforcement conferences throughout the country and are a subject of discussion among the police officers and Agents. Accordingly, these Agents should be familiar with the demonstrations.
3. Some little knowledge of defensive methods might be given Agents for their use.

DISADVANTAGES:

1. With the limited amount of time available to cover all subjects in In-Service, it would appear that this hour could better be utilized on matters of more importance.
2. Merely an hour demonstration is of no value as instruction in the use of these tactics to Agents.

RECOMMENDATION: Unanimously unfavorable.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

RECORDED  
&  
INDEXED  
Clyde Tolson

EX - 26

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #106-II

EMPLOYEE: IN-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. G. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the "within the hour" requirement <sup>*Supervision*</sup> ~~in theft~~ from Interstate Shipment cases be waived at the discretion of field supervisory employees when the amount involved, according to the initial complaint, is less than \$100. Under present instructions upon receiving a complaint in this type of case it is necessary for an Agent to contact the complainant, which is ordinarily the company involved, within a period of one hour.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CJP

ADVANTAGES:

1. This would eliminate the need for giving preferred attention to cases apparently unimportant due to the amount of money involved.

DISADVANTAGES:

1. The importance of the case is not always dependent upon the amount of money involved.
2. Even in cases in which the amount involved is less than \$100 it is to the Bureau's advantage to have immediate contact with the complainant since it builds cooperation with the carriers and leads them to report all types of cases, including the highly important ones, immediately to the FBI.
3. It is no particular burden in most instances to have this contact made.
4. If the contact were not made in such cases, it would be apparent to carriers that we were only interested in so-called "big" cases which might leave a bad reaction with them.
5. At the time the original complaint was received ordinarily there is insufficient information available to correctly evaluate the case and it requires at least preliminary investigation to make such an evaluation.
6. Prompt attention to the complaint increases the likelihood of a successful solution to the case.
7. It frequently happens that a case involving a small amount of money can be connected with other cases in which more substantial amounts are involved.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECOMMENDATION:

Unanimously unfavorable. RECORDED

&  
INDEXED

Clegg  
Hendon

MAY 10 1946

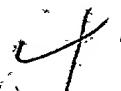
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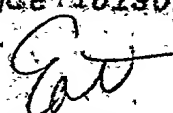
EX-21

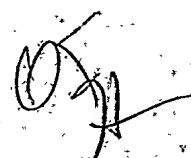
EXECUTIVES CONFERENCE CONSIDERATION

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Clegg, Tamm, E. A. Tamm, Hendon, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
RCH:DV

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #45-I

EMPLOYEE: SAC H. H. McCabe  
KNOXVILLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. G. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the ~~FBI~~ Agents' Handbook include information as to the location of motor numbers and secret motor numbers.

ADVANTAGES:

1. They would be available readily to Agents investigating National Motor Vehicle Theft Act Cases.

DISADVANTAGES:

1. This material is so voluminous it would take as much space as the entire handbook presently requires.

2. There is no necessity for incorporating this information in the Agents' handbook inasmuch as the AUDB is in a position to furnish booklets to Agent personnel, free of charge, which contain the desired information and which are pocket size.

3. The handbook is designed to furnish to the Agents that information which is of daily use and assistance to them while the need of knowledge as to the location of a secret motor number is very infrequent.

RECOMMENDATION:

Unanimously unfavorable.

RCH:PJP

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Glyde Tolson 66-2554-4860

RECORDED

INDEXED

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAY 10 1946

EX-21



THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #45-K

EMPLOYEE: SAC N. H. McCABE  
KNOXVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5CJ/PH

MEMBERS PRESENT: R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That Number Three Cards be utilized by Resident Agents  
and that they not submit daily reports.

ADVANTAGES: 1. Where several Resident Agents are working out of the  
same office a Number Three Card would be available in  
the office to reflect the whereabouts of each should it be necessary to get in  
touch with them.

2. It is pointed out that under the present system when  
the SAC or Inspector goes into a Resident Agency City to visit the office, there  
is no way to determine where the Agents are if they are out of the office.

DISADVANTAGES: 1. The Number Three Card is not a substitute for the  
Daily Report since different information is required.  
2. No difficulty is being experienced under the present  
system.

3. It would add unnecessary administrative burden.  
4. The system would not work where Resident Agents are  
frequently out of their headquarters city on road work.

5. It would set up a third type of administrative procedure  
since under the suggestion Agents in headquarters city would be following one system  
and Agents on road trips a second and Resident Agents a third.

6. In cities where there is only one Resident Agent it would  
be nonsensical for him to fill out a Number Three Card.

RECOMMENDATION: Unanimously opposed.

RECORDED

INDEXED

EX-62

RGH:PJ

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously opposed by the Conference on  
May 3, 1946, those present being Messrs.  
Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and  
Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

52 MAY 10 1946  
Mr. Clegg

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #69

EMPLOYEE: SA ARTHUR S. REEDER  
DENVER FIELD DIVISION

*Executive Conference*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/94 BY SP-5 CJB/88

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

*\*Motion pictures*  
That the present film entitled "Techniques and Mechanics of Arrest" which runs for over an hour for a single showing including such subjects as raids; the wall search, searches of persons, restraining devices, stopping automobiles, and disarming techniques be reviewed for the purpose of seeing if some short films of about 20 minutes each could be produced on single subjects (any one or more of the above) which could still be used for training purposes in schools for FBI personnel and for police.

That the present film "Techniques and Mechanics of Arrest" be edited, and be reduced to a total length of 20 to 25 minutes in order to remove uninteresting, immaterial, and undesirable portions so that the film may be utilized in training schools in the future. The present length of this film is about 1:07.

It is believed that there are many advantages which might be developed from the above suggestion. Obviously, the present film is too long for concentrated training on certain subjects since it includes instruction on such subjects as raids, the wall search, searches of persons, restraining devices, stopping automobiles, and disarming techniques. For the specific purpose of seeing if this film can be salvaged and edited for the general purpose indicated by Agent Reeder, the following recommendation is made:

RECOMMENDATION:

That one Bureau representative from Crime Records Section and one representative from the Training and Inspection Division make an appointment with some moving picture contact representative such as DeRockmont and make a detailed review of this film to see if several short films on such subjects as raids, wall search, searches of persons, restraining devices, stopping automobiles, and disarming techniques can be developed at a minimum of expense in order to make the portions of the film retained valuable as a training aid on the specific subjects in FBI and police training schools.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 MAY 10 1946

INDEXED

SUGGESTION #69

EMPLOYEE: SA ARTHUR S. REEDER  
DENVER FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously favorable, those present being Messrs. Tolson, Glavin,  
Harbo, Quinn Tamm, E. A. Tamm, Hendon, Glegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ECM:DM

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #106-T

EMPLOYEE: IN-SERVICE CLASS #9

*Executive Conference*

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Special Agents be authorized to maintain in their desks lists of personally developed and frequently used confidential informants, providing that the list of such informants also appear in the regular confidential informant file.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 C. B. H. P.

ADVANTAGES:

1. It would make readily available lists of confidential informants which the Agent utilizes.
2. It might have a tendency to cause an Agent to take pride in developing confidential informants and thus increase the number developed by him.
3. It might encourage Agents to more frequently utilize the services of informants.

DISADVANTAGES:

1. It would be just something else to clutter up the desks of Agents to make the office vulnerable during inspections.
  2. Most Agents are familiar with the addresses and telephone numbers of the informants with whom they are in constant contact.
  3. There is no necessity for Agents' maintaining lists of confidential informants in their desks if these informants are listed in the office confidential informant file inasmuch as the confidential informant file is maintained at a place readily accessible to all Agents.
  4. Experience has shown that where Agents maintain confidential informant lists in their desks such confidential informants frequently are not listed in the office confidential informant file and this has been found to be one of the most serious objections to permitting Agents to maintain private lists of confidential informants.
  5. If Agents are permitted to accumulate personal lists of this nature some, upon resignation, might take these lists with them which would be objectionable.
  6. Such a practice detracts from the security of our confidential informants since greater chance exists for such lists to be lost.
- In many offices one desk may be assigned to numerous Agents and a condition of confusion would exist if each Agent maintained a confidential informant list in one desk.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

DATE:

Unanimously unfavorable.

Clegg  
Hendon

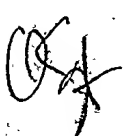

52 MAY 10 1946

133  
166-2554-4871

EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

  
  
Clyde Tolson

  
E. A. Tamm

RCH:DW



THE DIRECTOR

4/26/46

THE JOINT COMMITTEE

SUGGESTION #101

EMPLOYEE: SA MAURICE E. SCROGGINS, JR., NEW YORK

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 GJP

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That a special index be maintained in a fashion similar to the Source of Information Index showing the names, addresses and groups to which they belonged of Communist Party members who have resigned or have been expelled.

ADVANTAGES:

1. This would make the names of such individuals available at any future date for any interviews which at that time might seem advisable for information of evidentiary value should legal action be taken against the Communist Party or any of its affiliated groups.
2. The index would make available the names of individuals who might be qualified and willing to testify in any future legal proceedings.

DISADVANTAGES:

1. It would set up a special index of most doubtful value which might never be utilized.
2. The information is available in the organizational files.
3. It would add to administrative detail.
4. In the small field offices of the Bureau this file might be maintained for years without a single card.
5. Many of the names in the index would become absolutely useless through death, changes of address and the passage of time.

RECOMMENDATION: Unanimously unfavorable.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

(5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg

52 MAY 10 1946

EX - 21

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #48

EMPLOYEE: Special Agent A. P. PEDEN  
HOUSTON FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/80 BY SP-5 CIP/PH

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau's ~~field office~~ mailing list be reduced from its present size to the size of the Agents' Handbook.

ADVANTAGES:

1. It would be more convenient for placement in the Handbook and reference use by the Agent.

DISADVANTAGES:

1. The print on the mailing list in its present size is if anything too small. Further reduction would make it practically unreadable.

2. It isn't essential that the mailing list be placed in a handbook for reference use. It can be carried in an Agent's briefcase or in his pocket.

3. If an Agent wants to keep it with his handbook the present list can be properly folded and inserted in the handbook.

4. The present list fully serves its purpose in all needs.

RECOMMENDATION:

Unanimously unfavorable.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg

RCH:DW

INDEXED

52 MAY 10 1946

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION: #52-C  
EMPLOYEE: SAC R. A. GUERIN  
DETROIT FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJB/bjs

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That field divisions be permitted to designate an optional compensatory leave day for Saturday duty other than Monday.

ADVANTAGES:

1. Monday is a heavy day in most offices and as complete a staff as possible should be available.
2. A better flow of work would be achieved throughout the week if compensatory leave for Saturday could be spread on different days.

DISADVANTAGES:

1. Under the present rules if some reason exists for giving compensatory leave on a day other than Monday it is permissible.
2. As a general rule the use of a day rather than Monday would lose efficiency through an Agent working one day, being off the next and on the next. It is a better administrative and personnel practice to have uninterrupted working days.
3. It is better to clear the decks as quickly as possible of office leave.
4. It would be objectionable to the employees who would be deprived of two days off in a row and would be prejudicial to those who through necessity must work on Saturday.

RECOMMENDATION:

Unanimously unfavorable.

RGH:RJ

EXECUTIVES CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

52 MAY 10 1946  
RGH:DV

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #62

EMPLOYEE: ASSISTANT DIRECTOR CONNELLEY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/80 BY SP-5C/DA

MEMBERS PRESENT:

H. H. Clegg  
R. G. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the front and back covers of the case file and the  
acco fastener be removed and that remaining single copies  
of the serials in the file be stapled together and placed  
in the closed file section and retained in the closed  
file section. This suggestion to apply only to those  
cases in which the files consist of very limited number  
of serials presumably of such a volume the serials could  
easily be stapled together.

ADVANTAGES:

1. Saving of space in the closed file section.

DISADVANTAGES:

1. The time consumed in removing covers and fasteners and  
stapling together and refiling.
2. It would set up a lack of uniformity in handling  
closed files.
3. It would increase the chance of losing serials from the  
closed files.
4. The space problem insofar as closed files is concerned  
has been handled through recent rules.
5. It would lead to endless quantities of correspondence  
as to how many serials should be involved before this  
rule would apply.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: (5/2/46)

Unanimously unfavorable, those present being Messrs. Tolson, Glavin,  
Quinn Tamm, E. A. Tamm, Harbo, Hendon, Clegg, Ladd and Rosen.

RECORDED 6-254-4875  
& INDEXED MAY 8 1946

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

52 MAY 1 1946  
RCH:rs

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #49-A

EMPLOYEE: SAC KENNETH LOGAN  
OMAHA FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CIP/PH

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheldt

EMPLOYEE SUGGESTS:

That the present regulation requiring interesting case memoranda to be prepared by the field office be changed and that the preparation of these memoranda be handled at the Seat of Government as was the practice a number of years ago.

ADVANTAGES:

1. The average Agent is not qualified to prepare interesting case memoranda in language which is entirely suitable to the Crime Records Section.

2. This type of paper work is foreign to the straight fact reporting which the Agents follow in their usual work and it is more in the nature of journalistic work.

3. After being written in the field the memorandum must be rather completely edited at the Seat of Government hence there is a certain amount of duplication of effort involved.

DISADVANTAGES:

1. The Agent handling the investigation in the field is the only individual in full possession of all interesting facts and sidelines of the investigation which go toward making an interesting case memorandum worthwhile.

2. Complete instructions have been furnished to the field for their guidance which if followed provide a very good first draft memorandum.

3. There is not sufficient supervisory personnel available at the Seat of Government to handle this function at present.

4. It is good training for Agents in the field to receive practice in preparing interesting narratives containing human interest material. The requirement that such memoranda be prepared in the field keeps Agents alert for colorful data which otherwise would be overlooked and never available to the Bureau for this use.

CONSIDERATION:

Unanimously unfavorable.

RECORDED

INDEXED

73

66-2554-4876

CONFIDENTIAL CONFERENCE CONSIDERATION:

(5/2/46) - Unanimously unfavorable, with members Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance.

2 MAY 10 1946  
Mr. Clegg

Respectfully  
Clyde Tolson

E. A. Tamm



THE DIRECTOR

April 23, 1946

THE JOINT COMMITTEE

SUGGESTION: #54-1  
EMPLOYEE: SAC BOARDMAN  
SEATTLE FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/80 BY SP-5 C. B. D.

EMPLOYEE SUGGESTS:

That Bureau statistics be compiled by each field office from its reports and that a monthly report be submitted to the Seat of Government with the Seat of Government discontinuing the abstracting of statistical information from reports.

ADVANTAGES:

1. It might create a little more appreciation of statistical accomplishments on the part of the field.
2. It would relieve the Seat of Government of this burden.
3. It would make each SAC currently conscious of the need for attention as to any particular classification of cases.
4. It is claimed that the maintenance of statistics in a field division would be comparatively easy and could be handled by the mail clerk to be taken from outgoing reports and maintained in the office of the field office Chief Clerk during the course of the month.

DISADVANTAGES:

1. The rules and regulations surrounding the abstracting of statistics from reports are extremely detailed and technical; consequently, if the statistics were abstracted by different clerks throughout the field there would be a lack of uniformity and greater chance of error.
2. Centralized control should be retained at the Seat of Government which would permit not only uniformity but verification should the question as to any particular statistics arise.
3. The suggestion would give rise to a great deal of correspondence from the field requesting interpretations in different instances.
4. The suggested method would be much less accurate than the present one.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

1 MAY 13 1946

RECORDED

EX-26

INDEXED  
73

66-2554-4877

SUGGESTION #54-A

EMPLOYEE: SAC BOARDMAN

SEATTLE FIELD DIVISION

5. The Bureau is presently advised from day to day as to statistical accomplishments and under the proposed system the Bureau would be advised only once each month.

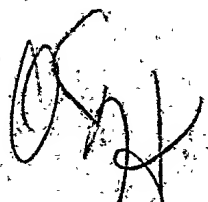
6. The Bureau is attempting to streamline field office procedure. This would add work rather than do away with unnecessary work.

7. The suggestion would not obviate the necessity of statistical data being maintained at the Seat of Government inasmuch as it would be necessary for the Seat of Government to consolidate the individual statistical reports of each field office.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.



Respectfully,  
For the Conference

4  
Clyde Tolson

  
E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

THE DIRECTOR

APRIL 17, 1946

THE JOINT COMMITTEE

TECHNICAL AND MICROPHONE SURVEILLANCES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/93 BY SP-501/DT

Representative field offices were requested to furnish information as to their methods and mechanics of handling information received from technical and microphone surveillances. As a result it has been determined that wide variances of systems are utilized, some of which necessitate a great deal of duplicate filing, typing and special indexing.

The Joint Committee studied the result of the survey, as well as the conclusions of Supervisor J. A. Carlson, and conferred with Mr. Strickland and Mr. Winterrowd of the Security Division. The Joint Committee and these individuals are of the unanimous opinion that the system utilized in the New York Office is the simplest and most desirable system to accomplish the purpose but at the same time they recognized that due to the highly technical nature of this work and different problems which may exist in the field, it may not be adaptable without modifications in all offices.

It is, therefore, recommended that a letter go forward to the field offices participating in the original survey setting out the New York system in detail without reference to the fact that it originated in that office, indicating that it is believed this system might be adaptable and eliminate work in all offices, requesting any suggested modifications or observations.

Upon receipt of the results the Joint Committee will consider the problem further and make recommendations for the installation of a uniform system.

EXECUTIVES CONFERENCE CONSIDERATION:

On May 3, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen considered the above matter and unanimously agreed that a letter go forward to the field offices participating in the original survey setting out the New York system in detail without reference to its origin, requesting any suggested modifications or additions which might permit its adoption as a uniform system for use in all offices.

RECORDED  
Respectfully,  
For the Conference  
EX-21  
66-2554-4878  
MAY 9 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

MAY 10 1946

cc: Mr. Clegg  
Mr. Hendon

NOTED

LBN:hbm

The Director

5/3/46

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/10 BY SP-5 C/bk

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, E. A. Tamm, Quinn Tamm, Harbo, Glavin and Nichols, considered the recommendation of Mr. Nichols that special messenger service in the Bureau be abolished.

The drastic reduction of employees in the Records Section was pointed out and that it was necessary, in view of the number of employees going on leave without pay next Monday, to immediately start curtailing certain service functions in the Records Section. The Conference was advised at the present time there are 31 messengers assigned to regular messenger runs in the Bureau, ranging from the Director's run every 10 minutes to signature mail runs in the various units occurring on a half-hour basis. In addition to the 31 messengers on runs there are 13 additional messengers assigned to the handling of special messenger service. During the month of March these 13 employees handled 15,891 requests for special service. These messengers do not include the special outside messenger assigned to the Mail Room, who makes outside deliveries in the mornings, afternoons and at 7 p.m. at night. This special outside messenger will continue as at present.

The Conference was unanimous in recommending that the Bureau discontinue special messenger service immediately, pointing out that in the event of extreme emergency, when it was necessary to expedite a memorandum to the office of an Assistant to the Director or to the Director, that an employee in the Division carry the memorandum through in those instances wherein time is of the essence.

In the event the Director approves, a memorandum is attached to all Bureau officials and supervisors, announcing the discontinuance of special messenger service on the day following the date of the inter-office memorandum.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Hendon

RECORDED

Clude Tolson

INDEXED

Edward A. Tamm

19 MAY 9 1946

EX - 21

52 MAY 10 1946

The Director

May 6, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-SCI/OWP

Executives Conference

\* mail

The Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, E. A. Tamm, Harbo, Tracy, Glavin, and Nichols considered the recommendation of Mr. Nichols that the present procedure in the Records Section, whereby the files on all Bureau fugitives are reviewed, be discontinued, which would result in the savings of 25 people.

The procedure which has been in effect for the past two years is as follows: The Fugitive Supervisor sends a card to the Records Section containing the name and aliases of fugitives as they appear in investigative reports. The Records Section then prepares stop cards containing the correct name and all aliases used by the fugitives and places them in the index. The index is then searched and all names and aliases which might be identical with the fugitive are secured and employees in the Records Section then review all files pertaining thereto. All information uncovered which might be of value in locating the fugitive is then furnished to the Fugitive Supervisor, who in turn sends out leads to the field.

During the month of March four fugitives were apprehended as a result of files being reviewed; two were apprehended in February, and three in January. There is, of course, no way of telling whether or not they would not have been apprehended anyway.

In discussing the cessation of this activity in the Records Section, Mr. E. A. Tamm made the observation that in the event this is approved the Fugitive Supervisor would be absolved in the event we happened to have the fugitive's mother's address in another file where he could be located. This, of course, is correct.

It was the unanimous recommendation of the Conference that the search of files on Bureau fugitives in the Records Section be discontinued with the exception of I.O. fugitives and fugitives on whom flyers are listed. It, of course, is understood that in the event the Supervisor has an occasional name he desires to have a file check made on that this would be done. It is estimated that three people can take care of such requests, which will make it possible to discontinue the services of 25 others. For the Director's information, procedures have been adopted in the Records Section by discontinuing certain functions which will make it possible to get along with ninety less employees.

If approved, a memorandum is attached to all Bureau officials and supervisors.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

52 MAY 10 1946  
CC-Mr. Hendon

CC-Mr. Clegg



MR. R. T. HARBO

APRIL 24, 1946

MR. T. CONRAD

GENERAL ELECTRIC MOBILE REPAIR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 C. B. H.

**BACKGROUND:**

Following the initial purchase of mobile FM radio equipment several years prior to the war, that mobile FM equipment was installed and maintained by local radio contractors in each Field Division. Such arrangement was satisfactory in that the equipment was maintained in good operating condition.

Shortly after the entrance of the United States in World War II, the Armed Services had urgent need for radio engineers and technicians, the enlistment and drafting of men into the Army took many competent radio repair men from civilian duty and as a result a number of the Field Divisions were forced to obtain radio contracts with firms which had no capable frequency modulation repair men. Since it was necessary that the mobile FM equipment of the Bureau be maintained in proper operating condition, the Bureau arranged for a rotating repair stock of mobile FM equipment to be maintained at the General Electric Company. This rotating repair stock would provide immediate shipment of factory reconditioned equipment to a particular Field Division where the efforts of the radio contractor failed to place their equipment in satisfactory operation. In addition to that rotating repair stock the Field was instructed to take advantage of any contacts which it might have in police departments or in various arms of service organizations towards obtaining assistance in the maintenance and repair of mobile FM equipment of each Field Office.

During the war the maintenance of the mobile FM equipment was an extremely difficult matter due to the shortage of qualified radio repair men in the Field and necessitated every corrective action which the Bureau could possibly take.

**PRESENT STATUS:**

Since the close of the war a large number of capable radio repair men have returned to civilian radio repair work, additional numbers of men have received training in the maintenance of FM equipment and have secured jobs with radio repair firms so that the repair of mobile FM equipment in the various Field Divisions is functioning satisfactorily; in fact, in some instances the radio contractors have more capable men than prior to the war.

Due to the return of conditions to the repair arrangements which were in effect prior to the war, the need for a rotating repair stock at the General Electric Company no longer exists.

RECORDED

&  
INDEXED

**RECOMMENDATIONS:**

It is therefore recommended that the rotating repair stock of two-way mobile units at the General Electric Company be shipped to those Field Divisions have expressed a desire for additional two-way radio equipment or which could

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

R-3-BV  
60-448

ORIGINAL FILED IN 80-648-1

Memorandum for Mr. Harbo

will utilize additional mobile units and that the rotating repair agreement with the General Electric Company be terminated. Approval of such action would return the arrangements for repair of two-way mobile units to the status it had prior to the war.

ADDENDUM 4/29/46:

On April 26, 1946, the Executive Conference composed of Messrs. Tolson, Tamm, Glavin, Tracy, Hendon, Mumford, Rosen, and Harbo unanimously agreed that the above recommendation be followed but that it be deferred from three to six months. Installation of 2-way radios in automobiles is presently being deferred under instructions issued to the field by the Chief Clerk's Office until after July 1, 1946, to conserve funds. The withdrawal of the 12 GE automobile radios from the rotating repair stock should be deferred until all of the Motorola radios have been delivered and installed.

RTH

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #37-A and #37-B  
EMPLOYEE: SAC F. C. HOLLIMAN  
CINCINNATI FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/76 BY SP-5 CBN

EMPLOYEE SUGGESTS: A. That in applicant investigations deadline dates be set ahead a sufficient period to permit the field to complete properly the investigation requested.

B. That deadlines set by the Bureau be sufficiently in advance to permit compliance by the field.

ADVANTAGES:

1. It permits a more thorough investigation.
2. Deadline dates should not be set which are impossible for the field to meet since this leads to a disregard of Bureau deadlines and is comparable to crying "Wolf."
3. Communication expenses can be saved in many instances since memoranda or letters rather than teletypes might be used.
4. It permits better organization of the work of his Agents on the part of the SAC since deadlines disturb general assignments.
5. Cost of investigative operations is increased when everything must be dropped to meet an unusually short deadline.
6. In the operations of the Bureau there are cycles of investigative procedures in instances where the various divisions of the Bureau set deadlines to the extent that it is impossible for any field office in its normal operations to meet those deadlines notwithstanding the fact that when all routine investigations are neglected a bad reaction is caused. "Phobia" of deadline reaction brings out a general tendency of apathy toward Bureau instructions.

DISADVANTAGES:

1. In many of these deadline cases the Bureau has no choice since they may be predicated upon a request from the Attorney General or from the White House which must make appointee recommendations at a given time. In Bureau applicant cases the deadlines are often set to make it possible to include a Special Agent in a class which is to start at an early date.

RECOMMENDATION:

Unanimous that the Bureau exert every effort to eliminate deadlines that are not absolutely necessary and to set necessary deadlines as far in the future as the facts in a particular case will permit and further that a memorandum be sent to all Bureau Officials and Superiors at the Seat of Government pointing out the need for careful consideration of deadline dates.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Holliman  
Hendon

38 MAY 10 1946

RECORDED & INDEXED

66-2534-4882  
F B I  
39 MAY 9 1946

**EXECUTIVES CONFERENCE CONSIDERATION:**

The Executives Conference on May 3, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen, was unanimously in agreement with the Joint Committee and recommended that the attached letter to all Bureau Officials and Supervisors go forward.

Respectfully,  
For the Conference

*if*  
Clyde Tolson

*EAT*  
E. A. Tamm

*Q9K*  
HCH:DW

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #159

EMPLOYEE: CHIEF CLERK JOHN H. HINDS  
KANSAS CITY FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That only one copy of ~~FBI~~ Law Enforcement Bulletins be maintained in field offices and that the offices be permitted to destroy surplus copies after a reasonable length of time.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJB

at the present time it is a requirement that one copy of the Bulletin be maintained in the bookcase of the office of the SAC and a second copy is maintained in the Files Section.

ADVANTAGES:

1. One copy would be made available for anyone having use thereof. The elimination of the second copy would eliminate the work entailed in its filing and maintenance plus the space utilized.
2. The destruction of the surplus copies would save space and they are of no use to the field office.

DISADVANTAGES:

1. In the majority of the offices one copy would be insufficient for use.
2. It is well to have one copy in the office of the SAC where it is always available to him as a reference, in addition to serving as an extra copy when more than one Agent is interested in a particular issue at the same time.
3. Very little work is entailed in maintaining the two sets since upon receipt one is immediately placed in file and the other in the bookcase of the SAC with nothing further having to be done in connection therewith.
4. Since the FBI Law Enforcement Bulletins contain many articles and items of information which are exceedingly valuable they are a constant source of reference, and it would be desirable for at least two copies to be maintained at the field office at all times and this would be analogous to maintaining two copies of investigative reports which are used so that if one copy is charged out another one is still available. In this connection the Bulletins are often used in the preparation of police lectures and public addresses which require study and research with the result that one Agent may wish to retain a copy over a considerable period of time.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Jones  
Mr. Quinn  
Mr. Nease  
Mr. Gandy

Clegg  
Hendon

RECORDED

66-2554-4883

19 MAY 2 1946

EX-21

MAY 10 1946




5. If only one set were maintained and through negligence any copies charged out to employees were lost, the office would be severely handicapped, particularly with respect to old issues which might be difficult or impossible to replace and the office would, therefore, have an incomplete set of FBI Law Enforcement Bulletins.
6. Old issues should not be destroyed by the field offices since there is a recurring demand for past copies and after the first issuance there, of course, is no subsequent reprinting.

**RECOMMENDATION:** Unanimously unfavorable and further that the surplus copies be called in from the field at the present time so that they can be available to the Seat of Government in fulfilling requests for back issues. In this regard these requests are frequently received, including a number recently from the Philippine Islands and other places where they were not sent during the war years. It is further recommended that the Crime Records Section follow the practice of calling in back issues of more than one year old annually. A proposed SAC Letter is attached.

**EXECUTIVES' CONFERENCE CONSIDERATION:**

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, was unanimously in agreement with the Joint Committee's recommendation that the attached SAC Letter go forward.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

RGH:DW

(Typed) April 10, 1946

~~SECRET~~

~~REF ID: A66454~~

TO ALL SPECIAL AGENTS IN CHARGE:

Re: INVESTIGATION OF SOVIET ESPIONAGE AND  
RELATED INTELLIGENCE ACTIVITY;  
ESPIONAGE - R; INTERNAL SECURITY - R  
(Refer 5 -18)

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE  
Dear Sir:~~

In connection with the vital problem involved in the present extensive Soviet espionage and related intelligence activity throughout the United States, a review and analysis have been made of the Bureau's operations, techniques and approaches to such investigations.

Recent changes in United States governmental policy have developed a present situation which, it is believed, will permit the Bureau to take far more aggressive investigative steps in connection with Soviet espionage activity than have been possible at least since the German invasion of the Soviet Union in June, 1941. The international maneuvers and power politics of the Soviet Union and the recent extensive publicity in connection with Soviet espionage have resulted in a situation where, at the present time, public opinion again has been strongly aroused. As a result of this, and as a result of other factors, various government departments, including particularly the Department of State, have stiffened their policies with regard to the Soviet Union and its representatives in the United States. It is known that considerable genuine alarm is now felt in the highest Government circles over Soviet penetration in the United States and elsewhere. The situation now appears far more propitious for direct aggressive action in the investigation of Soviet espionage than at any time in at least five years, and it is the Bureau's belief that every possible effort should be made to capitalize upon this situation to the fullest possible extent.

On the basis of the Bureau's experience in the investigation of Soviet espionage cases which involved the most complicated and difficult possible problems of both investigation and evaluation; on the basis of the known experience of other intelligence agencies in this and similar fields, and on the further basis of the review and analysis of the Bureau's counterintelligence operations in this field, I desire to point out to you that in order to have any adequate coverage of Soviet espionage in the United States the following results must first be secured and are not only highly desirable, but constitute an absolute, irreplaceable necessity for which there is no substitute:

*Original in white  
Wash note re: to State*

Classified by ~~SP-5 C/B~~  
Declassify on: OADR

166-2154-  
NOT RECORDED  
76 JUN 11 1946

58 JUN 18 1946

UNRECORDED COPY FILED IN 166-2154-2

TO ALL SAC'S

~~SECRET~~

- I. THE DEVELOPMENT AND OPERATION OF AN ADEQUATE NUMBER OF SOVIET DOUBLE AGENTS, (INCLUDING NOT ONLY OPERATING DOUBLE AGENTS BUT HIGHLY VALUABLE INFORMANTS WHO WERE IN THE VERY RECENT PAST EMPLOYED SOLELY INVOLVED IN SOVIET INTELLIGENCE WORK).
- II. CONTROL OR AT LEAST FULL ACCESS TO ALL SOVIET INTELLIGENCE COMMUNICATIONS.

Without the above two types of coverage, it is impossible to effectively know all or any major portion of the operations of the various Soviet intelligence services. In the past it has not, of course, been possible or practicable for sufficiently direct, aggressive steps to be taken by the Bureau in this field to develop this coverage in view of the international situation and the restrictive governmental policies engendered thereby. (S)

With regard to the necessity for double agents, you are, of course, aware that Soviet intelligence operations in the United States are presently conducted with a maximum of security under the direct control of Soviet diplomatic representatives and other official personnel, with communications and control centered in the official Soviet establishments to which the Bureau has had no access. The use of ordinary informants and investigative techniques have not proved sufficient to afford adequate coverage. In addition, the problem has, of course, arisen that while such usual techniques and informants developed much information which can reasonably be accepted as fact, they do not, in most instances, develop any probative proof, nor do they furnish the significance of activities or the necessary basis for its evaluation. As an example, past investigation has reflected a number of instances where subjects have had numerous clandestine contacts under highly suspicious circumstances with Soviet intelligence personnel. However, without a double agent or access to Soviet intelligence communications it is impossible to ascertain what transpired during these contacts or their exact significance. Nor, of course, do such things as contacts and cross-contacts furnish probative proof in most instances. (S)

No matter how secure Soviet espionage operations may be, the use of rapid and extensive communications facilities is an absolute necessity for which no substitute is possible. You are, of course, aware that the use by Soviet intelligence agencies of communications facilities includes the use of both official and clandestine Soviet as well as commercial channels, and these intelligence services are known to have used radio, cable, teletype, telegraph, telephone, couriers and all official communication channels of the Soviet diplomatic establishments. A highly confidential informant believed entirely reliable, who has furnished considerable information in connection with the espionage activity recently publicized in Canada, which involves the operations of Soviet Red Army Intelligence, has advised that each of the primary Soviet intelligence services centered in the Embassy uses its own codes and one-time cipher pads in the transmittal of voluminous messages. (S)

TO ALL SAC'S

~~SECRET~~

At the present time, so far as is known, no agency is effectively breaking the codes and cipher systems used by the Soviet intelligence agencies. Directly illustrative of the necessity for double agents or at least informants, who in the very recent past were deeply implicated in Soviet intelligence operations, as well as the further necessity for access to communications is the Red Army Intelligence activity in Canada in the case entitled, 1002 DEMOSTRIKICH GUSEV, with ALIAS, et al (THE COHEN CASE). In that case, Gusev, code clerk for Red Army Intelligence in the Soviet Embassy in Ottawa, when he broke with the Soviets, abstracted from the files of Red Army Intelligence a large number of documents consisting of communications between Ottawa and Red Army Intelligence Headquarters in Moscow. Both the testimony of Gusev and these documents, each supplementing the other, proved absolutely essential in the successful prosecution of this case. It should also be noted that prior to the access of the Canadian authorities to the testimony of Gusev and the communications, they had no substantial information concerning the extensive espionage parallels revealed in connection with this case. This is obviously indicative of a similar situation obtaining within the Bureau's jurisdiction. (S)

The development of an adequate number of double agents and the effectuation of access to Soviet intelligence communications should unquestionably lead to the following not only desirable, but highly necessary, results: (S)

1. The development of full information regarding Soviet intelligence operations in the United States.
2. Adequate if not full control of Soviet intelligence operations.
3. The development of information and approaches leading to the development and operation of additional double agents and informants.
4. The practice, at least after a time, of some adequate deceptive techniques, particularly in the intelligence field as such.
5. The development of probative evidence permitting prosecution or other desirable affirmative action.
6. The obtaining and correlation of full information regarding Soviet activities of extreme value at the diplomatic and policy-making levels.

It is, of course, realized that the development of double agents and access to intelligence communications in this field present extreme difficulty and obviously investigative efforts in this regard must be handled with the utmost care and discretion. The development of such coverage will require the utilization of the ordinary investigative techniques and will also require the utilization of every method of pressure and access which can be secured by the Bureau within reasonable limitations. It will not be possible obviously to make, in connection with this matter, the normal, direct approaches in connection with the development (S)

~~SECRET~~



TO ALL SAC'S

~~SECRET~~

of the usual type of confidential informant. Before attempts to "turn" a Soviet agent can be made, there must be some indication of the possible success of such action, and there must also be present at least some leverage to be exerted in this connection. Approaches in connection with the development of double agents and inside informants can, in many instances, be made under appropriate pretext or, in certain cases, even possibly through an intermediary. Through the extensive Bureau investigations in the field of Soviet espionage and related intelligence activity, it should be possible to develop, in connection with numerous subjects, weaknesses, violations of the law and personal or official transgressions which may be capitalized upon in attempting to utilize the services or the available fund of information of these subjects. The mercenary motives may also be utilized in connection with certain individuals, either as the sole motivating factor or in connection with other pressure or inducements, the application of which may be possible. (S)

While the development of these types of coverage must be approached with extreme care and discretion and present great difficulties, these difficulties obviously are not insurmountable, and the necessity for such coverage brooks no substitute. In addition, the value of such coverage cannot, of course, be overestimated. (S)

It is desired that you discuss the instructions contained in this letter with all the Agents assigned to your Office at the earliest opportunity. All Agents should be cautioned that these instructions are of the most extremely confidential character and no discussion or mention thereof should be made to any person outside the Bureau, unless it appears necessary or advisable in some unusual instance to discuss the general problem or the utilization of a specific individual with another intelligence agency, in which case no such discussion should be undertaken without specific prior Bureau authority. [It is desired, in addition, that each Agent presently assigned to the investigation of Soviet espionage or related cases, as well as each Agent assigned to such investigations during the period of the next year, carefully read this letter. The Bureau considers the development of this coverage a vital necessity and a sine qua non of effective and adequate coverage of Soviet espionage in the United States. You are instructed also to discuss this matter in detail with the Agents in your Office assigned to the investigation of Russian espionage cases for the purpose of securing and furnishing to the Bureau any suggestions or possibilities of approach, or specific individuals who might logically be developed in this connection.] (S)

It is desired that the New York, Washington, Seattle, Portland, San Francisco and Los Angeles Offices, in the territories of which the bulk of official Soviet activity, as well as a major portion of Soviet intelligence activity is centered, immediately conduct a discreet, detailed survey of the possibilities presented in connection with the development of double agents and the effectuation of access to Soviet intelligence communications within their Field Division territories. The results of this survey, together with specific recommendations as to possible future action in this regard, should be furnished the Bureau by personal (S)

~~SECRET~~



TO ALL SAC'S

~~CONFIDENTIAL~~

and confidential letter under the above caption not later than thirty days after receipt of this letter. In the event it is not possible to make a complete survey of this problem within that time, the results of a partial survey should be submitted within thirty days and the results of the complete survey as soon thereafter as possible. (S)

In conclusion, I desire to point out that I consider this matter of the utmost importance and I desire that you afford it your most careful and intensive personal attention. (S) n

Very truly yours,

John Edgar Hoover  
Director

~~CONFIDENTIAL~~

THE DIRECTOR

April 26, 1946

THE JOINT COMMITTEE

SUGGESTION #45-J

EMPLOYED: SAC H. H. McCABE  
KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. C. Hendon E. E. Conroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That the National Defense Manual be discontinued and incorporated in the Manual of Instructions.

That the Manual of Rules and Regulations and Manual of Instructions be combined in one volume.

That thinner paper if procurable be utilized to cut down the size of the manuals.

It is pointed out that at the present time the National Defense Manual is being discontinued as changed conditions will permit and it is the present plan to incorporate it into the Manual of Instructions. Secondly the Manual of Rules and Regulations is being combined with the Clerical Manual in the one volume which is more logical than a combination of the Manual of Rules & Regulations with a Manual of Instructions since the information is of an unrelated type.

The combined Rules & Regulations and Instructions would make the volume too bulky. Under the present system the Manuals are to be mimeographed in order to expedite the transmission of changes to the field which makes it impossible to utilize a thinner type of paper.

RECOMMENDATION: Unanimously agreed that a letter be addressed to Mr. McCabe advising him of the present plans.

RCH:PJ

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/10 BY SP-5 C/0H

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on May 2, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Clegg, Ladd and Rosen in attendance, unanimously agreed that the attached letter go forward to Mr. McCabe advising him of the present plans.

RECORDED  
Respectfully,  
For the Conference MAY 8 1946  
INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

EX-21

Clyde Tolson

E. A. Tamm

51 MAY 13 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: APRIL 22, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #42-B

EMPLOYEE: ASAC ED N. NOTESTEEN  
ST. PAUL FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/92 BY SP-8 C. BAP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That bids no longer be solicited for the transportation of household effects but that the transportation be handled by the transportation company having the contract for crating and packing.

Under present regulations it is no longer necessary to solicit bids for the transportation of household effects. Rather, it is only required that the Special Agent contact two or three transportation companies, determine their rates and ascertain when the services can be rendered. Even written estimates are not required. The Agent then addresses a memorandum to the SAC advising of this information and the SAC authorizes the use of one of the transportation companies and issues the bill of lading. Also, the contract packer and crater is used only when the shipment is to be by rail, thus the suggestion is presently the rule.

RECOMMENDATION: Unanimously that the SAC at St. Paul be advised of the present instructions as contained in Bureau Bulletin #49, dated August 4, 1946.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin unanimously recommended that the attached letter go forward to the SAC at St. Paul.

Respectfully,  
For the Conference

Director's notation: "OK H."

RCH:DW

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

RECORDED  
INDEXED

66-2554-4885

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48 MAY 7 1946

57 JUN 4 - 1946

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COPY: EC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Tracy

DATE: 3/22/46

FROM : M. Dowson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

SUBJECT: ~~X~~ Envelope Sealing Machine

DATE 10/12/90 BY SP-5 C/bjp

It is desired to request that the present Model SM-HB Mail-O-Meter, which is being used in the mailing room of the Typing Section, be over-hauled according to the recommendations made in the attached letter from Pitney-Bowes, March 18, 1946.

This machine is approximately eight years old. It was transferred to the Identification Division about three years ago and is supposed to have been over-hauled shortly before the transfer was made. This machine, even after it is placed in good condition, will not completely handle the work of the mail room. There are still from 300 to 500 brown envelopes which must be hand-sealed daily. This machine cannot be adjusted to handle these large envelopes. Because of this, it is recommended that consideration be given to the possibility of exchanging this machine, after it is placed in good condition, with the one which is presently assigned to the Bureau Mail Room, provided, of course, their present volume of work does not equal the approximate 3,000 white envelopes and 300 to 500 large brown envelopes which are mailed daily from the Identification Division.

The machine now used in the Chief Clerk's Office is understood to be Model AV-HB which will accommodate the large brown envelopes.

Enclosure

ADDENDUM: 4/1/46 (obp) The Executive Conference recommends the present machine be repaired and used until a new machine can be secured. The new order should be placed July 1, 1946. The Communications Section advises they will seal the brown envelopes which presently are hand-sealed daily. Such envelopes can be sent to the Communications Section.

ST

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48 MAY 10 1946

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Mr. Sizoo

March 28, 1946

D. H. Gray

~~Examination of Bank  
Robbery Notes~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/90 BY SP-5 C. J. P.

In connection with a recent bank robbery case, as you will recall, the question came up as to thru what file or files the hold-up note should be searched. There was some doubt as to the proper procedure and so it was agreed at the time, in order to afford complete coverage, that both the Anonymous Letter File and the Federal Impersonators Handwriting File be searched.

In order to obtain some background information on this subject files on a few Bank Robbery cases, involving such notes, were selected at random. A review of these files with respect to the handling of these notes revealed that there was a complete lack of uniformity. In some instances the Anonymous Letter File, the Check File and the Security File were searched and in other cases no search was made.

It is believed that the difference in handling is due not so much to a lack of a set policy as to the belief by the examiners that there is no reason to believe that a bank robber will also be the writer of Extortion or Anonymous letters, a check passer or a Federal impersonator. However, due to the importance of Bank Robbery investigations in the Bureau's work, these fishing expeditions were necessary since there was no other way of comparing one hold-up note with those previously submitted.

It is doubted that the most exhaustive search provided the coverage desired. When the current note was searched thru the Federal Impersonators Handwriting File it was found that there are no hold-up notes in this file. There are a few notes scattered thru the Anonymous Letter File but, with the exception of drawings of banks and get-away charts which are filed in the Maps and Charts Section, it is necessary to go thru the entire file to find them.

The Bureau is concerned with the current up swing in crime and it is logical to assume that Bank Robbery will show a proportional increase. In January 1946 bank robbers obtained \$3592 and in February \$19,297. The use of prepared notes is a definite M.O. of certain robbers, particularly those operating alone, since

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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so little attention is attracted. Bureau file #91-2890 lists 14 additional files in which notes were used. Those 15 cases of which 10 were identified together by hold-up notes, 13 were all within the Los Angeles area.

The note used in connection with the robbery of the Plaza Bank, St. Louis, Missouri (91-2513) was identified with the note used in the robbery of the City Bank & Trust Co., Milwaukee, Wisconsin (91-2482). These identifications were made in spite of the fact there is no central file for such writing. Had such a file been available Bank robbery notes could have been searched in the minimum of time and there would be no need to compare such notes with thousands of anonymous letters and fraudulent checks. Such a file would never be large and therefore the cost of maintaining it would be negligible.

The initiation of such a file at this time would necessitate the review of a few files, the preparation of photographs if they are not available and the setting up of the file in searchable form. It is believed that time which would be saved by this file would easily make up for the time spent in activating it and that without such a file the Document Section cannot rapidly and efficiently fulfill its responsibility in connection with bank robbery investigations.

RECOMMENDATION: That a file, to be known as the National Bank Robbery Note File be set up and that the field be advised of its purpose.

DNG/jlp

3/29/46

ADDENDUM:

While I agree with Mr. Gray that it would be well to have bank robbery notes grouped together in such a place so that it would not be necessary to search the questioned material through the Anonymous Letter File, I do not believe we should set up a separate file for this purpose. As a matter of fact, bank robbery notes are anonymous letters and I believe they should be set up as a sub-classification of the Anonymous Letter File. This is already done in the case of getaway maps and charts used by bank robbers. They are in a separate section of the Anonymous Letter File.

J. A. Sizoo

JAS:FLM

4/4/46

ADDENDUM: On April 4, 1946, the Executive Conference, composed of Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo, approved Mr. Sizoo's suggestion to set up the Bank Robbery notes as a separate subsection of the Anonymous Letter File.

THE DIRECTOR

THE EXECUTIVE CONFERENCE

May 6, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/2/90 BY SP-5 CJB

THREE-EXAMINER SYSTEM IN HANDWRITING EXAMINATIONS

On May 6, 1946, the Conference considered the suggestion of Mr. Parsons to employ a single-examiner system in all handwriting examinations, the same as is done in typewriting cases and in other examinations in the various sections of the Laboratory. The Laboratory is, of course, confronted with the need of reducing its personnel prior to June 30.

The present system in handwriting cases requires the concurrence of three examiners on an identification and the concurrence of two examiners in non-identification cases. If the first examiner reports "no conclusion" because of insufficient specimens no additional examiner is assigned to the case.

The three-examiner system has been in effect since December, 1935. Since that time we have had 2,900 discrepancies in the opinions of examiners. A study was made of 1,750 of these, dating from February, 1939, to February, 1946, during which time 242,000 specimens were handled by the Document Section. In only four of these cases were the views of the examiners diametrically opposed to each other, all other cases being situations where one examiner reached a definite conclusion and the other reported "no conclusion". Discrepancies in the opinions of the examiners occurred in less than 1% of the cases handled.

Of the 1,750 discrepancy cases, 445 were those where the first examiner reported an identification and the second examiner reported no conclusion. We reviewed 51 of the case files involved and found that 152 examinations were made before a final report was submitted and that in five cases the final report agreed with that of the first examiner; in 46 instances the final report was inconclusive. In 230 cases the first and second examiners reported identifications and the third examiner reported no conclusion. We reviewed 23 of the case files and found that 109 examinations were made before the final report was submitted and that in seven instances the final report agreed with that of the first examiner; in 16 cases the final report was inconclusive. In 846 cases the first examiner reported that the questioned specimen was not identical with the known specimen and the second examiner reported no conclusion. We examined 76 of these case files and found that we made 196 examinations before the final report and in 16 cases the final report agreed with the first examiner; in the remaining 60 cases the final report was inconclusive.

Mr. Parsons feels that we now have an adequate staff of trained document examiners and believes that placing the full responsibility on the shoulders of one well-trained examiner will tend to cause him to be more conservative in his judgment.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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39 MAY 18 1946

Handwritten initials "CJ" in the left margin.

Messrs. Tolson and Glavin were in favor of adopting a single-examiner system in handwriting cases, it being their view that this is desirable in order to continue all of the document examination services which we presently provide in Bureau cases and in police cases. This procedure would result in a saving of 8 employees.

Messrs. E. A. Tamm, Hendon, Clegg, Harbo, and Rosen felt that the present three-examiner system should be continued. Mr. Tamm is of the opinion that we should discontinue document work entirely or certain parts of our document work if there is a need to reduce personnel, rather than to eliminate any of the safeguards which we now employ. He pointed out that prior to the adoption of this system the Bureau was seriously embarrassed in one handwriting case in the early '30s and he also pointed out that the Bureau is the only organization which has been able to handle document examinations over a considerable period of time without having any scandal resulting from erroneous conclusions. Mr. Clegg, in concurring, pointed out that by operating under our present system we are curbing the tendency of police departments to employ individual private experts in different parts of the country.

Messrs. Tracy, Nichols, and Harbo favor employing two examiners on identifications and a single-examiner system in cases where the first examiner reports the two specimens are not identical. They feel that in view of the need to reduce personnel, a system whereby two examiners are fully responsible for the complete examination will give adequate safeguard against erroneous identifications. They feel that the consequences of an erroneous opinion-reporting the two specimens are not identical would have less serious import since such an error would not directly contribute to the conviction of an innocent person, as might an error in reporting an identification. The plan involving two examiners on identifications and one on non-identifications would result in a saving of four employees as compared with the present system.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg  
Hendon

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

APRIL 30, 1946

THE JOINT COMMITTEE

SUGGESTION #107

EMPLOYEE: SAC HOOD

LOS ANGELES FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

W. H. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP/BJ

EMPLOYEE SUGGESTS:

That a daily assignment sheet following the form attached be approved for use in the assignment of stenographers in those offices where the Special Agents in Charge felt the size of their stenographic force warranted such use and that these forms be retained for from 45 to 60 days and then destroyed.

At the present time for the same purposes form FD-135 is furnished to the field. Under SAC Hood's suggestion, his proposed form would substitute for this regularly approved form.

ADVANTAGES:

1. The proposed form could be mimeographed periodically to reflect the names of the stenographic and typing personnel which would eliminate the daily insertion of such names.
2. It would quickly permit the employee making assignments of stenographers to know the amount of expedite work on each employee's books so that new assignments would not interfere with its transcription.
3. On the form could be reflected special assignments of stenographers, such as relief work in the reception room or on the switchboard and better planning of other assignments could be made.
4. The name of the Agent to whom a stenographer is assigned would be reflected showing at all times the location of a stenographer should it be desired to reach her.
5. Changes in plans as to assignments because of unexpected unavailability of an Agent could be reflected permitting new assignments to the stenographer concerned.
6. Through retaining the sheets for 45 to 60 days a check back could be made when necessary as to what stenographer took dictation from a particular Agent during a period.
7. Some additional columns for additional information are furnished by the proposed form which are not on Form FD-135.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Clegg  
Hendon

MAY 23 1946

#### DISADVANTAGES:

1. It is an additional form to be used on a permissible basis creating a lack of uniformity.
2. The form actually is merely a modification of the present utilized form.
3. The present form can be utilized in a manner to reflect all the desired information.
4. The names of the clerical and typing personnel can presently be typed in one run on a number of forms FD-135 or there is nothing to prohibit the mimeographing of such names which eliminates one of the advantages of the proposed form which was cited.
5. For general usage the proposed form is inferior to form FD-135 in that it requires inclusion of additional items which may not be necessary and, hence, increases the amount of work necessary to maintain a form of this nature.

#### RECOMMENDATION:

Unanimously unfavorable but that when the present form FD-135 is next revised less space be devoted to the columns headed "pages on the books" and "oldest work on the books" providing more space for the column headed "comments." The surrounding border to the form could also be eliminated, thus creating more space for entries.

ROH:ER

#### EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on May 3, 1946, with Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen in attendance, was unanimously opposed to this suggestion and in agreement with the Joint Committee that when the present form is next revised the indicated changes be made.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm



THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #113

EMPLOYEE: SPECIAL AGENT CHARLES J. MAULE  
KANSAS CITY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5CJ/008

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That an entirely new type of Agents' daily report be adopted to include the following items: Law enforcement officers contacted; subjects interviewed; others interviewed; signed statements obtained; complaints filed; fugitives apprehended; new cases; automobiles recovered; valuation of cars recovered; reports dictated, roughdrafted or Ediphone; confidential informants developed or recontacted; sources of information developed or recontacted; engaged in surveillances or raids; administrative work; special assignment and expense.

ADVANTAGES:

1. It is claimed that this would be a more accurate report of the accomplishments of an Agent during the course of his day's work.
2. The proposed daily report is of a statistical type similar in principle to that required by numerous business organizations.
3. A daily report of this type could be filled out in a very few moments' time.

DISADVANTAGES:

1. It would be difficult to accurately record the items enumerated.
2. The proposed form is more complicated than the recently adopted Agents' daily report form.
3. The proposed daily report would not be truly indicative of an Agent's work or accomplishments.
4. The statistical data would be of little value because there is nothing by which to verify it.
5. The proposed daily report would be misleading; for example, an Agent might conduct only one important interview and secure extremely valuable information and secure no statistical items which could be recorded on this report form. This report form would make it appear he had very little to show for his day's work.

RECOMMENDATION:

Unanimously unfavorable.

ES:LR

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

MAY 15 1946

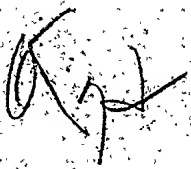
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FBI  
39 MAY 13 1946

EX-16

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on May 1, 1946,  
those present being Messrs. Tolson, Tamm,  
Glavin, Tracy, Harbo, Ladd, Rosen, McGuire and Clegg, unanimously opposed this  
suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #37-C

EMPLOYEE: SAC F. C. HOLLAND  
CINCINNATI FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/BS

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
B. Scheidt

EMPLOYEE SUGGESTS:

That ~~no card~~ Selective Service cases not be included in the Monthly Administrative Report. At the present time it is required that the number of "no card" cases received during the period, closed during the period and pending at the end of the period be included in all of the Selective Service classification cases on the Monthly Administrative Report.

ADVANTAGES:

1. Extra work is entailed on the part of those preparing the Administrative Report to include this information.
2. These cases could be obtained by referring to a separate sheet of the Administrative Report pertaining to the "no card" cases handled.
3. The inclusion of these cases which are closed upon the basis of a quick determination that no delinquency exists rather than any extensive investigative activities tends to less accurately portray the amount of work handled in a field division.

DISADVANTAGES:

1. An Agent's time is required to handle any "no card" case, and it is only proper that the office should get credit for this investigative activity.
2. There are a large number of "no card" cases handled in the field during the course of each month. For example, during the month of March 1946 in the New York City Office there were of the 1,696 total cases closed 502, or approximately 30%, which were "no card" cases. This is probably a fair average for the field as a whole. As a consequence if these cases were eliminated the total volume of work handled by the field office individually and the Bureau as a whole would reflect a 30% decrease which would not properly reflect the investigative effort expended.
3. For budgetary purposes the total number of cases handled should be reflected on the Administrative Report which would not be done if the suggestion were adopted.
4. Inasmuch as these cases are closed with INTERIM - pending the number of cases pending on any particular day, for example at the end of the month when the Administrative Report is prepared, is not at all in accordance to any material extent with the actual work requiring investigative attention.

RECORDED  
INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clogg  
Hendon

APR 15 1946

5. In view of the fact that these cases are all filed in a miscellaneous file and without the preparation of regular assignment cards, they are handled with a minimum amount of effort from an administrative standpoint.
6. Elimination of these figures from the Administrative Report at the present time would make the statistics on Selective Service cases non-comparable to the statistics which have been maintained to date.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Harbo, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ROH:DV

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #117

EMPLOYEE: SAC S. K. MCKEE  
NEWARK FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5CJ/pjs

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the large colored sheets which are now used for flags when chargeouts are made from the closed files also be used similarly when chargeouts are made from the bulky exhibit files.

ADVANTAGES:

1. A routine inspection of the bulky exhibit files would reflect missing exhibits when this large colored sheet of paper is used.

DISADVANTAGES:

1. Present system, which should be uniform, is to place a chargeout slip in a case file for exhibits in pending cases and by analogy to use the colored flag and a charge-out slip when exhibits relate to closed files.
2. The suggestion amounts to double chargeouts of bulky exhibits and is, hence, a duplication.

RECOMMENDATION: That the present prescribed practice be continued of placing charge-out slips in the pending case file for bulky exhibits which relate to such files and that in addition the large red card be used in the closed file case cabinet to note the chargeout of a bulky exhibit from a closed file and that a Bureau Bulletin be issued calling attention to this procedure.

HHG:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

RECORDED & INDEXED  
Clyde Tolson

19 MAY 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

16 1946



THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #115

EMPLOYEE: SAC D. K. BROWN  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP/HP

MEMBERS PRESENT:

H. H. Clegg  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the subject of ~~police~~ police record systems be included for a one hour or two hour period in the next series of In-Service training schools. He points out that for a time New Agents' classes were given considerable instruction along this line. Many Agents, however, after the reduced program of New Agents' training was put into practice were not given this detailed instruction.

ADVANTAGES:

1. The lack of information interferes with their ability to get adequate information from police records.
2. It would facilitate discussions about Uniform Crime Reports, Police Administration and the like.

DISADVANTAGES:

1. Perhaps there are subjects more pertinent to the Bureau's jurisdiction which might deserve the amount of time given to this subject.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 1, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Ladd, Rosen, McGuire, and Clegg, unanimously approved this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED

E. A. Tamm INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

MAY 14 1946

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION /116-B

EMPLOYEE: SAC D. K. BROWN  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJS/HW

MEMBERS PRESENT:

H. H. Clegg  
E. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the present regulation that the latest serial number of a file be recorded on the charge-out slip when the entire file is charged out be eliminated.

ADVANTAGES:

1. Save some time in looking for the latest serial number and recording it on the charge-out slip.
2. It is not being used for any purpose at the present time in most offices although in the New York Office it is being used as a basis for serializing new incoming material.
3. Twenty-nine out of 31 clerical employees represented in the Chief Clerk's Conference indicated that they did not make use of this information either to check the file to see if it were complete when returned or as a basis to assign serial numbers to incoming serials when files were charged out.
4. Serialization from charge-out slips leads to error and duplication due to the fact that outgoing communications have come about in the interim based upon some incoming communication and letters have gone directly to the SAC for opening which have not been serialized or recorded leading to confusion.
5. Greatly increases time required in handling of serials in file.
6. Will eliminate an administrative step and therefore be in the nature of streamlining.

DISADVANTAGES:

1. The original purpose of this requirement was first to make certain that the file was returned intact and complete and, second, to serve as a guide to serializing new incoming material.

RECOMMENDATION:

That this be permissible in field offices rather than required.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 1, 1946, those present being Messrs. Tolson, Tamm, Clegg, Harbo, Ladd, Rosen, McGuire and Clegg, felt unanimously that it be permissible rather than mandatory for the latest serial number of a file to be recorded on the charge-out slip.

Respectfully,  
For the Conference

RECORDED & INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Harbo  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

THE DIRECTOR

May 2, 1946

THE JOINT COMMITTEE

SUGGESTION #55-B  
EMPLOYEE: SAC THORNTON  
MIAMI FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/90 BY SP-5 CS/MP

MEMBERS PRESENT:

H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

That Agents be permitted to submit ~~letters~~ and short rough draft reports in longhand with instructions that important names and addresses be hand printed instead of on the typewriter as required at present. Also, that Agents be encouraged to write out the first page of investigative reports even when they are dictating the rest of the report in the field office.

ADVANTAGES:

1. Some slow-thinking, plodding mentalities need the crutch of a written synopsis of facts in order to consolidate their thoughts.
2. Would obtain in some instances a greater degree of compliance in supplying all the details required on the first page of investigative reports.
3. Some Agents may find it difficult to use the typewriter and prefer to write in longhand.
4. It would save the stenographer's time and would insure that the Agent is ready to dictate before calling for a stenographer.
5. It would encourage Agents to marshal their facts prior to calling for a stenographer.

DISADVANTAGES:

1. Inability to read the longhand writing of large number of Agents.
2. It would retard the development of an Agent's dictation ability.
3. It is a slow, cumbersome, useless, expensive practice.
4. As a matter of practice, all SACs allow Agents to submit notes to them in longhand without any objection where it is common sense to follow that practice.

RECOMMENDATION:

Unanimously unfavorable.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Hendon  
Clegg

HHC:rs

EX-16

RECORDED

66-2554-1495

MAY 10 1946

SUGGESTION 455-B  
EMPLOYED: SAC THORNTON  
ITAM: FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg recommended unanimously unfavorable.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #119

EMPLOYEE: INSPECTOR T. E. HAUGHTEN  
SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CJB/SP

MEMBERS PRESENT:

H. H. Clegg  
E. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

During the inspection of a field office it was found that an administrative file containing the combinations to the office safes and vaults was being maintained regularly among the general administrative files of the field office. It was suggested that this file containing data relative to combinations be kept under lock and key by the SAC, available to the Assistant SAC and relief supervisory staff in the absence of the SAC. This could be accomplished by placing it in the personal and confidential files, a key to which would be made available to the Acting SAC in the absence of the SAC.

ADVANTAGES:

1. It would remove this highly confidential material from the personnel of the office and place it under confidential lock.
2. It would restrict the use of this information to those entitled to have it.
3. It is a common practice with the SACs and Assistant SACs to maintain a combination in their credential cases so that even if the key to the personal and confidential file were lost it would be available still to the principal supervisory officials.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously that such files should be maintained under lock and key in the personal and confidential files under the control of the SAC and available to the Acting SAC in the absence of the SAC.

ENC: ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 1, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Ladd, Rosen, McGuire, and Clegg, unanimously approved the recommendation of the Joint Committee.

Respectfully,  
For the Conference

RECORDED

&  
INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

Clegg  
Mr. Hendon



April 3, 1946

## MEMORANDUM FOR MR. CLEGG

RE: IN-SERVICE REPORTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/2/98 BY SP-5C/BHP

Since the interviews with each In-Service Class has been discontinued, the thought has occurred to me that we can cut down considerably with our work by submitting only the letter to the field which will reflect the grades and scores attained by every agent while attending In-Service. These letters will carry all information which previously appeared on the memorandum to Mr. Tolson, with the exception of the comments of the interviewing officer and the comments of the firearms instructors at Quantico.

With respect to this latter item, I would like to suggest first, that since all Agents have been through In-Service, with perhaps some isolated exceptions, since the system of preparing firearms reports was inaugurated, that we no longer require these reports from Quantico unless there is some derogatory information to be furnished. If this suggestion is not approved by you, I would then like to suggest that we place the firearms instructor's comments on the yellow which will be retained in the agent's personnel file.

In any event, I believe that we should change the form which we now use in advising the field of grades. The present system, as you know, is to send a copy of the memorandum to Mr. Tolson, to the Agent in Charge and the In-Service Agent concerned. This copy of course does not contain the comments of the interviewing official. I believe it would be well to send a letter as we did in the past and if you approve this suggestion, there is attached hereto a requisition to the Mechanical Section requesting 500 copies of the original, tickler and yellow copies of the form to be made.

Respectfully,

Attachment

J. S. Rogers

JSR:hmm

RECORDED

INDEXED

66-2554-4897  
F B I  
61 MAY 13 1946

EX-12

301

57 MAY 16 1946

ORIGINAL COPY FILED IN 1-19-11

COPY: mmk

OFFICE MEMORANDUM

ALLS ON ORIGINAL

UNITED STATES GOVERNMENT

TO: D. M. Ladd

DATE: April 22, 1946

FROM: C. H. Carson

SUBJECT: CHANGE OF FORM  
OF SIS REPORTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/90 BY SP-5ci/bmp

At the present time, Bureau regulations require that the Synopsis of Facts of the SIS reports appear on the Report Cover Form and that the Investigative Details of the report be prepared in the form of a blind memorandum attached to the Report Cover Form. This is similar to the requirement in effect in the domestic field. Most of the SIS reports, unlike domestic field reports, are distributed to other governmental agencies. In making this distribution, the investigative memorandum is forwarded after the Report Cover Form has been detached. Thus, no synopsis is available to the recipients of these reports. To take care of this situation, the SIS Section has adopted a practice of forwarding these reports under cover letters in which a brief synopsis of the report is set forth.

In view of the acute stenographic shortage, it is now planned to use a form letter in place of the above-mentioned cover letter to distribute these reports. It is realized that, under the present arrangement, no synopsis will be available to the agencies receiving these reports; therefore, it is believed advisable at the present time to change our report form and place the synopsis at the beginning of the Investigative Details Memorandum, instead on the Report Cover Form. The Report Cover Form instead can be used to set forth Administrative Details and Identification of Sources.

RECOMMENDATION:

If this recommendation is approved, several changes in the SIS Manual are necessary. Suggested changes are attached, and, if approved, should be sent to the Mechanical Section for mimeographing.

Attachments

APPROVED BY EXECUTIVE'S CONFERENCE WITH  
MESSRS. TA M, GLAVIN, HARBO, GLEGG, TRACY  
AND MUMFORD ATTENDING 4/24/46.

JKM

Director's Notation, "Ok, H."

RECORDED  
&  
INDEXED

F B I  
48 MAY 13 1946

56 JUN 4 1946

ORIGINAL FILED IN

April 29, 1946

SAC, Little Rock

RE: FIREARMS SUPPLIES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJP/HK

Dear Sir:

The Bureau does not have available such ammunition as requested by you in your Communication of April 18, 1946, to be used for firearms demonstrations. It is not felt that demonstrations with ammunition, other than that regularly used by Special Agents and law enforcement officers, should be included in the demonstrations given by the firearms experts assigned to these duties. It is felt that a program can be so arranged by you so as to utilize your facilities on hand without special equipment and ammunition being needed.

Very truly yours,

John Edgar Hoover  
Director

The Executive Conference consisting of Messrs. Tolson, Tamm, Harbo, Nichols, Rosen and Glavin agreed that this communication should go forward.

Messrs. Tracy, Hendon and Mumford feel we should furnish such ammunition.

WRG:ejm

Communications Section  
5/6/46

RECORDED

EX-29

66-2554-4889  
F B I  
48 MAY 13 1946

52 MAY 29 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-26

THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-D

EMPLOYEE: SA THICHAK  
SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5C/BNF

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Bureau provide a form for placing stops in the National Stolen Property file and for searching property through that file which form would be sent to the Bureau in duplicate when such is requested. In the event of no record the duplicate form would be stamped "No Record" and returned to the field.

At present the requirement is that information requesting searches is sent in in regular letter form in duplicate and the duplicate copy is stamped "No Record" and sent to the field office when no record exists.

ADVANTAGES:

1. A form, if one could be prepared, would be a reminder as to types of descriptive information needed for inclusion in the file.
2. If a form could be devised, it would shorten the amount of typing on such a communication to the Bureau.
3. It might tend to facilitate the routing of the form within the Bureau.

DISADVANTAGES:

1. It would be impractical to devise a form. It would call for varying types of descriptive information which would apply to varying types of articles, etc. which are recorded in the Stolen Property file.

2. Any form that is devised that would be all inclusive would be longer and only a few identifications would apply to any particular stolen article thus resulting in wastage of paper and time in an attempt to fill out impossible items on such a form.

3. There is no necessity for such a form inasmuch as the present method of furnishing information can be handled in very brief communications depending on the amount of stolen property listed.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon

Mr. Clegg

5 MAY 1 6 1946

SUGGESTION #56-D

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

4. It would add an additional form to be maintained for use on special occasions and such forms should be kept at a minimum.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Glavin, Tracy, Hendon, Harbo, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Hendon, Harbo, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER



THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-0

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5C DOP

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That an all-purpose form be provided in lieu of the present blue teletype form so that the communication to be sent by wire can be indicated as either Western Union or teletype whichever would appear desirable before its transmittal. The present teletype form may be prepared by an Agent who would believe the teletype should be sent and when cleared through the SAC or Supervisor it might be decided to be more economical and better to send the communication by telegraph. A uniform all-purpose form is suggested so that proper inserts could be made by the supervisory staff when a change in method of transmittal is believed desirable.

ADVANTAGES:

1. Some economy effected when telegrams would be cheaper and otherwise as desirable.
2. A greater inclination to make the change to more economical telegram if form were devised for this purpose.
3. Tendency to compel supervisors to make a definite designation thus insuring consideration in every instance.

DISADVANTAGES:

1. At present there could be written on the teletype form the words "transmitted by Western Union" which would accomplish all the above advantages of economy.
2. Western Union blanks are presently used for wires and cost nothing to the government.
3. If a decision is made to change the message from teletype to telegram, a change in form is unnecessary since the telegram can be transmitted by the tie line to the Western Union Office.
4. The present system is serving its purpose which together with the general instructions to be on the alert for economy should suffice.

Unanimously unfavorable.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECOMMENDATION:

Mr. Clegg

Mr. Clegg

Mr. Clegg

Mr. Clegg

SUGGESTION #56-G

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

Glavin, Tracy, Harbo, Hendon, Mumford,  
suggestion.

The Executives' Conference on May 6, 1946,  
those present being Messrs. Tolson, Tamm,  
Rosen, and Clegg, unanimously opposed this

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HMC:LR

THE DIRECTOR

MAY 9, 1946

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/70 BY SP-5C/BAP

The Executives Conference met on May 1, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, McGuire, Ladd, Rosen and Clegg. Recently the Bureau issued instructions to field offices to remove from closed files over one year old and destroy the surplus copies of serials in such closed files and to leave only one copy of each serial in the file.

1. The recommendation has been made by the Security Division that these instructions be amended so as not to cause removal of extra serials from files relating to investigations of Communist activities, including those which bear the following characters of cases:

Internal Security - C  
Security Matter - C  
Internal Security - SWP  
Security Matter - SWP  
Internal Security - WP  
Security Matter - WP

The purpose of this exception is to provide for available copies of reports in the event an emergency arises in the future and copies of the reports would have to be forwarded to United States Attorneys or other Departmental or Governmental officials who might be designated to receive them in order to pass upon the propriety of any prosecutive, administrative, or other action which might be necessary because of such an emergency.

The Conference unanimously approved the issuance of instructions of this type in making an exception in these types of cases.

2. The Bureau has received suggestions from the Savannah and Cincinnati Offices indicating the enormity of the task of withdrawing serials from files and suggesting some modification, particularly in the smaller files where the amount of space saved was not believed to be proportionate to the expense and time for removing such serials.

The Executives Conference considered this matter and Messrs. Glavin, Tracy, Harbo, Tamm, McGuire and Rosen were of the opinion that closed cases over one year old, other than those noted above, should all be stripped in order to save space and the increased costs in rentals and the saving in cabinets and filing space, it was believed, would be well worth the time involved for removing these surplus serials. Messrs. Tolson, Ladd, and Clegg were of the

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Miss Gandy

HHC:ER

59 MAY 20 1946

RECORDED

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EX-62

166-2554-4902

39 MAY 15 1946

opinion that the instructions previously issued should be modified so that in those files which are thin, consisting of only two or three thin serials, it be left to the discretion of the SAC as to whether the extra serials should be destroyed. This, they believed, would permit the SAC to destroy bulky files and to destroy the surplus serials in thick files and yet not force the office to laboriously remove the thin onion skin copies of serials in thin files because the amount of space saved would not justify the labor. If the office space were crowded, the SAC would be permitted, if he so desired, to have these surplus serials in thin files removed, but it would not be mandatory.

Respectfully,  
For the Conference

Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

April 29, 1946

THE JOINT COMMITTEE

SUGGESTION #70

EMPLOYEE: SA KENNETH WHEELER BROWN  
DENVER FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 C. B. D. V.

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. F. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That letters acknowledging letters of resignation to Agents who are resigning be more cordial in order to develop good will.

He notes he knows a few Agents who were hurt by the Bureau's letter accepting their resignation. He is probably unaware of the fact that there is one rather formal letter in acknowledging the letter of resignation concerning retirement, application for return of retirement fund. In specific instances there is a cordial letter going out to the Agent from the Director with reference to his services in the Bureau and extending him best wishes and success in his undertaking. It appears this matter is being handled consistent with the suggestion except in instances where contrary action is desirable and no action should be taken to implement the present procedure.

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference on May 1, 1946, those present being Messrs. Ladd, Tolson, Rosen, Tracy, Harbo, Tamm, McGuire, Rosen, and Clegg, unanimously approved the transmittal of the attached letter to Agent Brown advising of the Bureau's practice of writing cordially those Agents who have resigned, in addition to the formal acceptance of resignations.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm EX-64

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Tamm

MAY 17 1946

Mr. Hendon  
Mr. Clegg

HHC:rs



THE DIRECTOR

5/10/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 CIP/AD

The Executive Conference, consisting of Messrs. Tolson, Glavin, Rosen, Harbo, McGuire, Mumford and Tracy on May 9, 1946, considered a suggestion of Special Agent G. J. Engert that letters requesting criminal records, and in some instances copies of photographs, in connection with the maintenance of Bank Robbery Albums be destroyed after handling.

The Conference unanimously recommends approval of the suggestion, and if approved the Records Section of the Identification Division will be instructed it will not be necessary to block, serialize or file this type of correspondence.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

SJT:ab

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
INDEXED

166-2554-4904  
FBI  
39 MAY 15 1946

EX-62

59 MAY 16 1946

THE DIRECTOR

MAY 9, 1946

THE EXECUTIVES CONFERENCE

NATIONAL DEFENSE MANUAL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/90 BY SP-5 CJB/DAF

The Executives Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Hendon, Mumford, Rosen, and Clegg, considered the question of the elimination of the National Defense Manual and the rewriting and then transferring of certain sections now included in this manual to the Manual of Instructions. The following recommendations were made:

1. Unanimously that one complete National Defense Manual containing the maximum coverage and the maximum number of sections which were contained in the National Defense Manual during World War Two be placed in the files of the Bureau for permanent retention for reference material and as a guide for revising, adopting and preparing future manual sections in the event of a subsequent emergency or war.

2. The Conference unanimously recommended that the following sections, or subsections, in the present National Defense Manual be declared obsolete and deleted from the manual.

- Section 5 - Technical Aspects of Sabotage
- Section 10 - Alien Employment in National Defense Plants
- Section 11 - Neutrality Act
- Section 17 - Internal Security - Alien Enemy Control (Mr. DeFord advises this program has not as yet been entirely completed.)
- Section 18 - Internal Security - Denaturalization Proceedings
- Section 19 - Censorship (The field has already been instructed to delete this section from the manual.)
- 1C - Shadow Plants
- 1D - Assignment of National Defense Cases to Local Police Agencies
- 1E - Complaints Involving Employees of Other Governmental Departments
- 1F - Cases of Unusual Importance
- 1G - Preferred Attention to National Defense Investigations
- 1H - National Defense Complaints
- 1I - Bureau Confidential Assignments
- 1J - Quarterly Intelligence Summary

3. That the following sections should be placed as now written in the Manual of Instructions. This was unanimously approved except as otherwise indicated.

- 1A - Presidential Directives
- 1B - Coordination Between FBI, ONI and ~~other~~

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

RECORDED  
INDEXED  
EX - 1244

66-2554-4905

FBI  
39 MAY 15 1946

MAY 17 1946

- Section 3 - Treason and Related Statutes. Messrs. Mumford, Hendon, and Clegg recommended that this section be transferred to the Manual of Instructions since treason was considered usually the most serious crime that would be committed. All other members of the Conference recommended its deletion from the manual due to the fact that no cases are arising under this section and are not likely to arise during times of peace.
- Section 6 - Overthrow or Destruction of Government
- Section 8 - Sedition. Messrs. Mumford and Hendon recommended that it be placed in the Manual of Instructions. All others recommended that it be deleted as not being applicable in time of peace.
- Section 9 - Registration Act. Mr. E. A. Tamm recommended that this section be eliminated. All others recommended that it be placed in the Manual of Instructions.
- Section 12 - Selective Service
- Section 14 - Hatch Act - Internal Security
- Section 15 - Voorhis Act

4. With reference to the following sections of the National Defense Manual Messrs. Rosen, Nichols and Mumford recommended that they be placed in their present form in the Manual of Instructions and that any additional information which should be added to make them clear should be added but that all the information presently in these sections with the addition should be transferred to the Manual of Instructions. All other members of the Conference recommended that the Security Division rewrite the following sections shortening them as to their contents in order to make them currently applicable to the present work of the Bureau.

- Section 2 - Espionage
- Section 4 - Sabotage
- Section 7 - Passports and Visas
- Section 13 - Confidential National Defense Informants
- Section 16 - Internal Security - Custodial Retention

5. The present manual of instructions is voluminous and the looseleaf binders are filled almost to capacity. It was unanimously felt that with the elimination of the National Defense Manual the first ten sections of the Manual of Instructions as listed below should be placed in one binder as Volume I of the Manual of Instructions and the remaining sections with the additions from the National Defense Manual which would be transferred to the Manual of Instructions would be in a separate binder, Volume II.

The first ten sections to be in Volume I are listed, as follows:

- 1 - Preliminary Federal Criminal Procedure
- 2 - Arrests, Searches, and Seizures
- 3 - Care of Firearms Equipment and Firearms Training

- 4 - Surveillances and Raids
- 5 - Descriptions of Persons
- 6 - Applicants for Positions in the Federal Bureau of Investigation and other Government positions
- 7 - Identification Division
- 8 - Scientific Aids in Criminal Investigations
- 9 - Sound and Technical Equipment
- 10 - Uniform Crime Reporting

Respectfully,  
For the Conference

*[Handwritten signature]*  
Clyde Tolson

*[Handwritten signature]*  
E. A. Tamm

THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-F

EMPLOYEE: SA THICHAK

SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/88

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That when copies of communications are sent by one field office to other field offices it be required that two copies of such communications be forwarded in all instances.

ADVANTAGES:

1. In the event an additional copy is made additional typing is required.
2. Establish a uniform rule with respect to number of copies of communications furnished to other offices.

DISADVANTAGES:

1. Infrequently two copies are necessary of serials sent for informative purposes.
2. There is no saving of clerical time through furnishing just one copy since unnecessary serialization and filing is not required.
3. The making of such additional copies for this purpose might require a second run of the report by a typist.
4. It is permissible at present to route out only copies of serials at the discretion of the SAC and hence in such instances there is no need for extra copies.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Hendon, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Mumford  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

Mr. Hendon  
Mr. Clegg

HHC:rs

MAY 17 1946

1946



THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #118

EMPLOYER: INSPECTOR T. E. NAUGHTEN  
SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-5 C. B. P.

MEMBERS PRESENT:

H. H. Clegg  
R. T. Harbo

E. L. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

It was found during an inspection of a field office that the use of the teleprinter in transmitting messages from the field office to Western Union automatically caused two copies of the outgoing message to be prepared due to use of carbon paper in the teleprinter. The outgoing message was typed from the original approved outgoing wire form. This makes a total of three copies in the office. The suggestion is that the prepared form of the approved outgoing wire and the original of the machine copy be placed in the case file and that the carbon copy of the teleprinter message be retained in a folder for 30 days and then destroyed, which would be consistent with the practice followed in handling teletype messages.

ADVANTAGES:

1. This would be consistent with methods used in handling teletype messages.
2. Necessity for filing carbon copy does not exist.

DISADVANTAGES:

None

RECOMMENDATION:

Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Since the above portion of this memorandum was prepared, Inspector Naughten has reported that at St. Paul and Indianapolis he found that the Western Union Telegraph Company furnishes those offices with a single sheet roll of paper without the carbon paper or the extra copy and that, therefore, the problem did not arise in those offices. The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Rendon, Mumford, Rosen, and Clegg were of the opinion, and unanimously recommended, that in transmitting messages by the teleprinter to the Western Union Office there should be retained and placed in the file (1) the original approved draft of the telegram to be dispatched, and (2) the original of the actual message transmitted over the teleprinter, and that no copies be retained whatsoever.

RECORDED

Respectfully INDEXED  
For the Conference

66-2554-4907

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Rendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

HHC:ER  
Hendon 1940

Clyde Tolson

E. A. Tamm

THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION 756-H

EMPLOYEE: SA TRICHAN

SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/90 BY SP-Sci/DK

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

In transmitting deserter cases to a field office frequently the only information received pertaining to that office is the fact that the subject was born in that division. The Agent expresses the opinion that investigations based solely on this information are approximately 99% unproductive. He suggests that field offices ignore any lead based solely on the fact that the office is in the division where subject was born until specific request is made for investigation at that place. This would be done, he suggests, after other leads have been exhausted.

ADVANTAGES:

1. Result in economy.
2. Eliminate the automatic handling of unproductive leads.
3. It would be an unnecessary investigation.

DISADVANTAGES:

1. Would delay the handling of a logical investigation.
2. A certain percentage of leads of this nature are productive and the suggestion would result in the delay of covering such leads and hence delay solving of the case and permit a carrying on of all other investigative activity on other leads which might have been obviated.
3. Permission to originally disregard such a lead might cause it to be overlooked later in the investigation.
4. It would place an unnecessary burden on Deserter Case Supervisors at the Seat of Government in evaluating those instances in which the covering of such a lead might be important.

5. Leads of this nature, if unproductive, can ordinarily very easily be covered and hence it will not be a very great saving in investigative time.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

MAY 17 1946

Mr. Hendon  
Mr. Clegg

EX-66

INDEXED  
6-2554-4908  
MAY 15 1946

SUGGESTION #56-H

EMPLOYEE: SA TRIGLAR

SAN FRANCISCO FIELD DIVISION

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Rendon, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

D. A. Tamm

HHC:ER

THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-I

EMPLOYEE: ASAC VAN FEIT

SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5C JMS

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the present requirement that the names of the Agents who did not participate or did not qualify in a regular firearms training period and names of Agents who fired make-up scores should be mailed to the Bureau not later than the 5th of the month following that in which the training was given be discontinued and that instead it be left to the SAC to insure that Agents properly qualify and comment in efficiency reports regarding those who have failed.

ADVANTAGES:

1. Eliminate monthly correspondence to the Bureau.
2. It would call to the Bureau's attention the weaknesses of those who fail to qualify through efficiency reports.

DISADVANTAGES:

1. It would not permit keeping Bureau currently advised as to firearms delinquencies thus eliminating some supervision thereof.
2. The present rule has a tendency to insure maximum attendance at firearms training period on the part of all Special Agents.
3. The fact that the SAC sends this letter in monthly makes him alert as to those who are missing firearms training for any reason and would cause him to exercise supervision to further attain maximum attendance.
4. The present system provides an automatic check-up on firearms delinquencies.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg  
Mr. Tolson

Clyde Tolson

E. A. Tamm

THE DIRECTOR

April 30, 1946

THE JOINT COMMITTEE

SUGGESTION #56-A and B

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIP/ST

EMPLOYEE SUGGESTS:

That when an Agent dictates an investigative report containing information of an identifying type concerning a subject that he dictate this identifying information to a stenographer who might prepare an index card on which this descriptive data would appear.

The employee points out that frequently when a case is opened descriptive information is not known. It is impossible to tell whether this index card should be consolidated with any other on the same subject. When the descriptive data is in the index card it would then go to index for filing and the first index card can be removed at that time.

The employee further suggests that on each case the Agent to whom it is assigned keep a 3 x 5 card in his possession on which would be printed required information, such as, birth date, height, weight, hair, eyes, occupation, and address which would be used in eventually supplying this desirable descriptive information for indexing of the case and consolidation of index cards.

ADVANTAGES :

1. It would provide an efficient but inexpensive means of identifying individuals by index cards.
2. When some types of cases are first opened, often there is insufficient identifying information available on which to make up a proper index card and judge as to consolidation.
3. More accurate indexing might be achieved.

DISADVANTAGES:

1. It would require the maintenance of additional supplies and equipment by Agents.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon  
Mr. Clegg

59 MAY 17 1946

HHC:rs

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INDEXED

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66-2554-4910



SUGGESTION #56-A and B  
EMPLOYEE: SA TRICHAK  
SAN FRANCISCO FIELD DIVISION

2. It would require Agents to prepare and maintain duplicate records of the description of a subject.
3. It would be a very cumbersome procedure when trying to achieve the purpose intended.
4. It would be just one more rule and requirement placed upon Agents in the nature of red-tape.
5. The information as set forth on the recommended index cards is readily available in files and as a consequence the consolidation of indices might be accomplished by some other means.
6. Too expensive.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Hendon, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-C

EMPLOYEE: SA. TRICHAK  
SAN FRANCISCO FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5C/DAC

EMPLOYEE SUGGESTS:

That Agents be instructed to maintain a minimum of one week's supplies in their desks and a maximum of one month's supplies.

ADVANTAGES:

1. It would make less frequent the replenishing of supplies in Agents' desks.
2. It would prevent any arguing and bickering as to what is one week's supplies.

DISADVANTAGES:

1. The SAC would be unable to determine the amount of available supplies in his office due to varying amounts distributed to Agents.
2. Just as difficult to judge what constitutes one month's supplies as one week's supplies since it is a matter of judgment.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Hendon, Mumford, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
&  
INDEXED  
E. A. Tamm

EX-64

174

MAY 11 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Miss Gandy

9 MAY 17 1946

HHC:RS

ps  
THE DIRECTOR

May 1, 1946

THE JOINT COMMITTEE

SUGGESTION #56-B

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/50 BY SP-5CB/HK

EMPLOYEE SUGGESTS:

That the charge-out slip shows a space for "location of Agent to whom a serial or file is charged" and employee suggests that this be eliminated.

The word "location" was initially added to the charge-out slip form years ago to permit field offices to show where the serial was mailed to an Agent on a road trip. Subsequent uses have included the location of the lead which the Agent was supposed to handle. The Chief Clerk's School currently in Washington was canvassed and it was found that three of them used it to show location of lead, seven of them used this to show the location of resident agency to which the serial was mailed, while all the rest made no use of it whatever. The manual does not require any specific use of this space. It is there for convenience. The New York Office uses it to show the section or floor number where the Agent is located since the Agents are located on ten different floors of the building and it shortens the search for such serials and files when needed.

ADVANTAGES:

1. There is some confusion existing as to the purpose of this part of the form.
2. Some clerical employees have to devote time to locate information which is to be placed in this space.
3. In the event of a requirement to show where the serial was mailed after the charge-out was completed and the afternoon mail is being sent to an Agent at a new address it would require a great deal of time having charge-out slips checked for the day.

DISADVANTAGES:

1. In New York and a few other offices, some advantageous use is being made of this space.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon  
Mr. Clegg

RECORDED & INDEXED  
66-2554-4912  
EX-18

MAY 17 1946

SUGGESTION #56-2

EMPLOYEE: SA TRICHAK

SAN FRANCISCO FIELD DIVISION

2. Where such information as to location of an Agent or lead is desired by any field office, this provides a proper place in which to insert that information.

3. Upon review of a file in the event a place where leads are pending is set forth on the charge-out slip, the SAC can tell at a glance where the case is being given attention.

4. There is no necessity for eliminating the word "location" inasmuch as offices not needing to fill in the information are not required to do so.

RECOMMENDATION:

Unanimously that the form remain unchanged and that there be no requirement for its use and that its optional use be permitted as at present.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 6, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Hendon, Mumford, Rosen, and Clegg, felt unanimously that the form remain unchanged and that there be no requirement for the use of the space labelled "Location \_\_\_\_\_" and that its optional use remain as at present.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

ENC:LR

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION /116-A  
EMPLOYEE: SAC D. K. BROWN  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CJP

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. T. Harbo B. Scheidt

EMPLOYEE SUGGESTS: That field offices be permitted to file the most frequently used ~~administrative~~ files in the field office alphabetically rather than numerically. The rule now is that they be filed by file number.

ADVANTAGES:

1. The filing of this material alphabetically will permit newer clerks to locate it more easily.

DISADVANTAGES:

1. The experienced clerks already know most frequently used general administrative files and go to them automatically regardless of file number or alphabetical sequence.
2. There would be a wide diversity in field offices where files of a general administrative character might be filed either under the name of the telephone company, or under the letter "T" for telephone, or "C" for communications, or the like.
3. Unnecessary.

RECOMMENDATION: Unanimously unfavorable

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 1, 1946, those present being Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Ladd, Rosen, McGuire and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

HHC:ER

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

Clegg

Heads

1946

RECORDED

E. A. Tamm INDEXED

EX-62



THE DIRECTOR

5/12/46

THE EXECUTIVE CONFERENCE

SUPERVISION OF ~~POSTAL~~ ADMINISTRATION MATTERS

The Executive Conference today with Messrs. Tolson, Tamm, Glavin, Tracy, Egan, Lince, Hendon, Nichols, Ladd and Rosen in attendance approved the attached routing slip to be used in transmitting reports to the Veterans' Administration.

Respectfully,

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon  
Mr. Glavin

AD:W

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/80 BY SP-5 C/BMP

RECORDED & INDEXED  
44

EX-62

MAY 13 5 43 PM '46  
RECEIVED U. S. DEPT. OF JUSTICE  
F. B. I.  
166-2554-4914  
39 MAY 15 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 MAY 17 1946

TO: THE DIRECTOR

DATE: May 9, 1946

FROM: EXECUTIVES' CONFERENCE

SUBJECT:

*lc*

The Executives' Conference considered the attached letter to be sent to all Special Agents in Charge concerning dealings with representatives of the Bureau of Prisons and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Mumford, Rosen and Tamm.

Respectfully,  
For the Conference

*1*  
Clyde Tolson

*W. J. H.*  
E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY 80-54/bmf

CC - Mr. Clegg  
Mr. Hendon

RECORDED

INDEXED

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EX-6

2 MAY 17 1946

THE DIRECTOR

May 2, 1946

THE JOINT COMMITTEE

SUGGESTION #55-A

EMPLOYEE: SAC THORNTON

MIAMI FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5C/BHF

EMPLOYEE SUGGESTS:

*Elimination of duty*  
That the Bureau operate on a six day rather than a five day arrangement with the same number of working hours.

ADVANTAGES:

1. Each working day would be shorter.
2. Reduce recording compensatory leave.

DISADVANTAGES:

1. The five day work week in peace time is probably here to stay and the advantages to clerical personnel, particularly, would be lost and a large number of resignations would probably result if such were adopted.
2. Reduce the number of applicants at times when the Bureau desires to increase its personnel.
3. Bad for morale.
4. Would set up the Bureau as an exception when compared with other governmental agencies.
5. In large metropolitan areas it is difficult to perform investigative work on Saturdays, particularly in business districts.
6. So called "labor groups" would likely attack the Bureau for varying from this practice which they have been urging for years.
7. The suggestion provides for no more hours of work to be conducted by any employee during the course of the week and there is no indication that more work could be performed in 40 hours spread over six days than can be done in 40 hours spread over five days.
8. In some instances additional commuting expense on the part of the employees is involved.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington

CC: Mr. Hendon  
Mr. Clegg

MAY 17 1946

RECORDED & INDEXED

EX - 64

4916

SUGGESTION #55-A  
EMPLOYEE: SAC THORNTON  
MIAMI FIELD DIVISION

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, Rosen, and Clegg recommended unanimously unfavorable.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

May 2, 1946

THE JOINT COMMITTEE

SUGGESTION #110

EMPLOYEE: JOHN H. HINDS, CHIEF CLERK  
KANSAS CITY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CJB/DAK

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That instructions be given in In-Service <sup>School</sup> classes that greater care be exercised to eliminate the setting out in titles of Bureau communications and reports variations of names as aliases.

The employee points out that cases are noted in which in addition to subject's true name, his initials and variations of the true name are set out as aliases; such as, John H. Smith, J. H. Smith, and J. Henry Smith.

ADVANTAGES:

1. It would eliminate the preparation of unnecessary index cards.
2. Such instructions might create greater uniformity and consistency in setting forth aliases in titles.

DISADVANTAGES:

1. Present rule covers the suggestion.
2. Variations of names, because of their usage of the subject involved, are often properly listed as aliases.
3. The necessity for such specific instructions will be further obviated by the edition of the Index Manual which is to be furnished to the field in the near future.
4. This subject is thoroughly handled before new Agents' classes.

RECOMMENDATION:

Unanimously unfavorable.

RECORDED & INDEXED  
EX-82

39 MAY 16 1946

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg unanimously recommended that in In-Service classes the Agents be instructed not to unnecessarily list aliases of a name in the title of reports and communications when the aliases were merely repetitions of the same initials as those indicated by using full name of a subject.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC: 516  
Mr. Clegg  
7 1946

Respectfully,  
For the Conference

Clude Tolson



THE DIRECTOR

May 3, 1946

THE JOINT COMMITTEE

SUGGESTION #111

EMPLOYEE: JOHN H. HINDS, CHIEF CLERK  
KANSAS CITY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/5/90 BY SP-5 C/BH

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That messages sent from insular field offices to domestic field offices not be coded unless the text thereof requires it.

ADVANTAGES:

1. It would eliminate unnecessary decoding in field offices.
2. Numerous messages are received from time to time from insular offices which are not particularly confidential in nature, as for example, teletypes relating to "No Card" Selective Service cases.

DISADVANTAGES:

1. All such communications are sent by the insular offices via radio and plain text cannot be used. They are then relayed by teletype from the Seat of Government or the radio station in San Diego as received. It is, of course, easier and distributes the burden better to have the receiving office decode such messages rather than the relaying office.
2. Once a message is transmitted from an insular office it should not be relayed decoded since it would imperil the security of the code.

RECOMMENDATION:

Unanimously unfavorable

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg recommended as follows: Messrs. Glavin and Tracy were of the opinion that coding should be unnecessary and should be discontinued in regular routine messages and that only those words which needed coding for confidential reasons should be coded in the future. All other members of the Conference recommended unfavorably.

All members of the Conference recommended that a Bureau Bulletin be sent to the three territorial offices

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RCH:rs

SUGGESTION #111

EMPLOYEE: JOHN H. HINDS, CHIEF CLERK  
KANSAS CITY FIELD DIVISION

instructing them to use air mail letters in lieu of radio messages in every instance possible.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: Mr. Nichols

DATE: April 24, 1946

FROM: A. E. LEONARD

SUBJECT: ELIMINATION OF CERTAIN DATA AND REPORTS  
PREPARED IN THE FEDERAL UNIT OF THE  
STATISTICAL SECTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5CJ/btf

In view of the necessity for curtailment of personnel in this section, it is inevitable that some of the work will have to be discontinued. There are listed below, certain data and reports which it is suggested be discontinued beginning with the 1947 fiscal year. Tickler copies of each of the reports are attached together with a brief statement of why it is recommended that the reports be discontinued.

1. Footnotes on Class Chart (The chart itself would be prepared.)

The following reports are listed in order of least importance; i.e., reports which are believed to be least important appear first.

2. Deportation of Foreign Nationals - eliminate report.
3. Denaturalization - eliminate report.
4. Missing persons located - eliminate report.
5. Probations Revoked - eliminate report.
6. Escaped Prisoners of War - eliminate report.
7. Theft of Government firearms and ammunition - eliminate report.
8. Military Court - eliminate report.
9. State Court and Laboratory - eliminate report.

If the discontinuance of all of the above data is approved, it is estimated the one-half the time of an employee would be saved. My memorandum dated April 19, 1946 recommended certain modifications in procedure in the Federal Unit which, if adopted, would result in savings of the time of one employee. The total savings resulting from both of these recommendations, if approved, would then be one and one-half employee's time which would reduce the number of people working in the Federal Unit to two full time employees.

It is desirable that the Statistical Section be advised at the earliest possible date as to whether the above recommendations are approved since we have been instructed by the Bureau to prepare a bulletin for all Field Offices concerning the exact nature of the statistical data recorded from investigative reports. This bulletin should not go out of the Field Offices until final decision is reached on just what information we will be recording from the investigative reports after July 1, 1946.

Director's notation "OK, H."

Attachments

EX-19

RECORDED  
&  
INDEXED

F B I

61 MAY 16 1946

57 MAY 23 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION #149

EMPLOYEE: SA JOHN A ROCHI  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

BY

E. E. O'NEILL

E. SCHEIDT

10/16/98

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

EMPLOYEE SUGGESTS: That ~~conference teletype~~ messages not be sent to all  
offices by the Bureau upon the apprehension of an I. O.  
fugitive, but that mail be used.

ADVANTAGES:

1. The use of mail would save some teletype expense.
2. Many offices receiving teletype messages do not have active investigations pending on the subject of the identification order and immediate notification of the apprehension is not necessary.

DISADVANTAGES:

1. To prevent unnecessary investigative activity on the part of Agents subsequent to the apprehension of a fugitive, all offices should receive immediate notification.
2. Investigations may be pending in offices unknown either to the office of origin or to the Bureau looking to the apprehension of such a fugitive and teletype notification to all offices is thus imperative.
3. The maximum expense of sending such a message is but \$43.60 which is offset by the savings throughout the year realized in the prevention of unnecessary investigative activity.
4. Immediate notification through teletype should be made to prevent the possible embarrassment arising as a result of mistaken identifications of individuals as the subjects of identification orders when such persons may actually be in custody of the Bureau.
5. The failure to notify all offices by teletype in such cases might possibly result in injury or death of some member of the Bureau's personnel while conducting an investigation which would have been unnecessary and which would have been avoided had a teletype message been sent.

RECOMMENDATION: Unanimously opposed.

RCM:HD

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946,  
those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm,  
Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Hendon, MR. CLEGG

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION: #118

EMPLOYEE: SA LEO J. KENNEDY  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIP/MP

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That ~~snub-nosed~~ *recessed* revolvers be maintained in each field office for the use of Agents.

ADVANTAGES:

1. Such revolvers are more easily concealed on the person and could be utilized where it would be dangerous to let anyone know that the Agent was carrying firearms.

DISADVANTAGES:

1. The present weapon with the 4" barrel adequately handles all of the needs of the Bureau both from the concealment and the accuracy standpoint.
2. For firing at other than close range the snub-nosed revolver is not sufficiently accurate to serve the Bureau's requirements.
3. The acquisition of such revolvers would constitute an unnecessary expense.
4. The Agents on an actual job should use the weapon that has been used in firearms practice because of their familiarity with its operation.

RECOMMENDATION: Unanimously opposed.

RCH:ND

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

MAY 16 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC - Mr. Clegg, Mr. Hendon



THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION #136

EMPLOYEE: SAC D. R. MORLEY  
LITTLE ROCK FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 LPH

MEMBERS PRESENT: H. H. Clegg  
E. E. Conroy  
B. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That teletypes not be exchanged between field offices  
in unknown subject <sup>SUPERVISION</sup> National Motor Vehicle Theft Act cases  
unless there is a definite and urgent investigative lead.

ADVANTAGES:

1. This would be a saving in communication expense.
2. In most such cases a letter would suffice from the investigative standpoint.
3. SAC Morley points out that through the sending of teletypes offices may claim themselves as offices of origin.

DISADVANTAGES:

1. No rule would seem necessary since under present general instructions the teletype is to be utilized only where the circumstances of the matter require.
2. Under present instructions the teletype should not be utilized in such cases unless there is an urgency involved and in the ordinary case this is true.
3. The criterion of whether a teletype should be sent is not whether the case is an unknown subject case or not but whether the urgency of the lead calls for this rapid means of communication.
4. The office of origin in no way is dependent upon whether a teletype is sent or not.

RECOMMENDATION: Unanimously opposed and further that no action or instructions are necessary.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

RECORDED

315 INDEXED

Glyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Case  
Andy

cc: Mr. Clegg  
Mr. Hendon

MAY 21 1946

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION #135

EMPLOYEE: SA WILLIAM G. FULLER  
KANSAS CITY FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 GJH

MEMBERS PRESENT:

H. H. Clegg

E. E. Conroy

R. C. Hendon

E. Scheidt

EMPLOYEE SUGGESTS:

That criminal records of subjects no longer be included in  
parole reports.

ADVANTAGES:

1. These are often extensive and the time required in including them in the parole report would be eliminated.
2. Institutional records include a copy of the criminal record from the Identification Division so that in so far as the institution is concerned the repetition of the record in the parole report is duplicatory.

DISADVANTAGES:

1. The parole report is submitted not only for the benefit of the institution in which the subject is incarcerated but also for the parole officials and the parole board in Washington which has access to the criminal record only through the parole report.
2. Dispositions on each arrest are included in the parole report which is not true in a great many instances on the criminal record in the institutional files.
3. The criminal record is one of the most important factors to be considered when making a decision as to the granting of parole and should be immediately available to those making the decision through the parole report.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

RECORDED  
INDEXED  
Clyde Tolson

EX-1

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Harbo  
Hendon  
Nichols  
Tamm

1946

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION #138

EMPLOYEE: SAC R. F. GLEASON  
NEW HAVEN FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CJP/ST

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Schoidt

EMPLOYEE SUGGESTS:

That any surveys requested of the field be coordinated and spaced as to deadlines set in order to create an equal flow of work throughout the year.

ADVANTAGES:

1. A burden is often placed upon field offices through such surveys requested by the Bureau in which the offices may have to work on several different surveys during the same period of time.
2. More detailed attention might be given to each particular survey if the office were concerned only with one rather than a group of surveys at the same time.

DISADVANTAGES:

1. A study of the surveys referred to by SAC Gleason reflects that each of them was necessary due to conditions existent and in each a time element was involved.
2. It must be recognized that such surveys constitute a portion of the fundamental responsibility of the Bureau and while burdensome, they are necessary.
3. Any survey requested of the field is first considered by the Division concerned at the Bureau, passed upon by the Executives Conference, and approved by the Director insuring the greatest possible degree of necessity thereof.
4. The suggestion that the various surveys be spaced throughout the year presupposes that these surveys could be made at any time during the year whereas the particular needs may make it imperative that a number of different surveys be made at the same time.
5. Such surveys arise out of conditions over which the Bureau has no control either as to volume or as to time.

RECOMMENDATION:

Unanimously opposed to any action on the suggestion in the belief that no corrective instructions are required.

RCH:ER

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14,

1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION: #147

EMPLOYEE: SA JOSEPH J. KEECH  
BUFFALO FIELD DIVISION

ALL INFO CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 C/PAT

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That Agents be afforded at least three days' Judo training while at In-Service. *Knowledgeable*

ADVANTAGES:

1. Would be equipped with this means of self-defense.
2. This knowledge would be helpful in contacts with police officers.

DISADVANTAGES:

1. The infrequent occasions which arise in which this knowledge might be utilized do not justify the amount of time which would be required in such training.
2. Many of the older Agents, of course, are not physically qualified to receive this type of training.
3. Agents not athletically inclined would be subject to severe injury and would benefit little from a training period of only 3 days.
4. The In-Service training course is already a concentrated course which must be covered in a limited period of time and the time which would be required to put this suggestion into practice could best be devoted to other subjects.

RECOMMENDATION: Unanimously opposed.

RCH:HD

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

RECORDED & INDEXED

CLYDE TOLSON

E. A. TAMM

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc Mr. Clegg Mr. Hendon

52 MAY 21 1946

THE DIRECTOR

MAY 9, 1946

THE JOINT COMMITTEE

SUGGESTION: #151

EMPLOYEE: SA F. MARTIN SENN  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/92 BY SP-8 CJP/BJP

MEMBERS PRESENT: R. T. HARBO.  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That Agents in the field receive instruction in defensive tactics possibly in connection with firearms training. *Re: 1*

ADVANTAGES:

1. Agents could in this manner receive training which on some occasions might be of value to them;
2. It would be less expensive to afford the training in the field than at In-Service Schools.

DISADVANTAGES:

1. The amount of time required for such training is not warranted by the results to be expected.
2. Many Agents because of age or other reasons should not receive this type of training and injuries would result.
3. It would be difficult for the Bureau to maintain a staff of qualified instructors for this purpose in the field who would give the type of supervision necessary to prevent injuries.

RECOMMENDATION: Unanimously opposed.

RCH:HD

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 14, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg, Ladd and McCabe.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
&  
INDEXED

315 E. A. Tamm

EX-1

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon, Mr. Clegg

MAY 21 1946



THE DIRECTOR

MR. ROSEN  
MR. McCABE  
MR. PRICE

May 9, 1946

A. ROSEN

~~FURLOUGH OF STATE PRISONERS AGAINST  
WHOM FEDERAL DETAINERS ARE FILED~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 EJP/BHP

PURPOSE

To obtain approval for the attached Bureau Bulletin advising the various Bureau Divisions of the existence of the practice of granting vacation leaves or so-called "Christmas Furloughs" to inmates, including some prisoners against whom Federal detainers have been filed, who are confined in state penal institutions.

BACKGROUND

When Kenny Wagner, notorious gunman and murderer, was granted a ten day furlough by the Mississippi State Penitentiary at Parchman, Mississippi, attention was focused on the vicious practice of granting vacations to all types of state prisoners by some state penal institutions. Wagner's lawless exploits included the fatal shooting of five persons, three jail breaks, two of which were successful, and a running gun battle with Agents of this Bureau leading to his apprehension after an extensive fugitive investigation in 1943. He was returned to the Mississippi State Penitentiary and a Federal detainer was filed against him.

This entire problem was called to the Attorney General's attention by memorandum and the suggestions made (1) that all United States Attorneys be advised that when Federal detainers have been placed against state prisoners local prison authorities be instructed to advise the FBI before any leave is granted to such a prisoner; (2) that the Department advise this Bureau if such "on leave" state prisoners could be taken into Federal custody while they were on vacation.

Pursuant to the Bureau's suggestion, the Department promulgated Circular No. 3944, dated January 30, 1946, informing all United States Attorneys to instruct local prison authorities to advise the FBI where prisoners against whom Federal detainers have been placed by this Bureau are to be granted furloughs.

With regard to the apprehension by the FBI of such vacationing state prisoners against whom Federal detainers have been filed, the Attorney General made the pen notation: "Arrest them where you think justified or if necessary in performance of our job."

The attached Bureau Bulletin advises the field of this practice of granting furloughs. In preparing investigative reports it is contemplated that a statement must be made reflecting that the United States Attorney has requested that the FBI be notified in the event a state prison considers granting a furlough to an inmate against whom a Federal detainer has been filed in a Bureau case. If such a vacation is contemplated by the state authorities, it is incumbent upon the interested

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

52 MAY 22 1946  
FLP:RH

R JLB

Field Division to expeditiously notify the Bureau in order that consideration may be given by the Bureau as to whether this particular individual should be taken into Federal custody by the FBI.

In emergency situations, pursuant to the Attorney General's notation, if such action is justified or deemed necessary in the performance of the official duties of the Department or the Bureau, the subject should be taken immediately into custody and the Bureau promptly advised. In order that the Bureau may be cognizant of these institutions where the practice of granting furloughs to state prisoners is in operation, each Division is being requested to identify such institutions and describe the practice followed.

RECOMMENDATION

That the attached Bureau Bulletin be approved.

ADDENDUM

The Executive Conference on May 10, 1946, attended by Messrs. Tolson, Tamm, Glavin, McGuire, Tracy, Ladd and Rosen approved the attached Bureau Bulletin.

OK  
1  
Est

THE DIRECTOR

THE EXECUTIVE CONFERENCE

May 9, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CIB/HK

The Executive Conference of May 8, 1946, consisting of Messrs. Tolson, E. A. Tamm, Mumford, Clegg, Hendon, Harbo, Glavin considered the preparation of the FBI Law Enforcement Bulletin and the Investigator.

For the Director's information, approximately 22,000 copies of the FBI Law Enforcement Bulletin, each consisting of approximately 50 pages, are printed each month. This is an increase of approximately 2,000 in the number of law enforcement bulletins over the total printed in January of this year.

Insofar as the FBI Investigator magazine is concerned there is a total of approximately 7,000 copies of this Investigator printed monthly.

It was pointed out to the Conference that we are having difficulty in the Mechanical Section in keeping up to date in the printing of this magazine due to the fact that the force is continually decreasing and there will be a further marked decrease in personnel in the Mechanical Section between now and July 1st. The suggestion was made that an effort be made to reduce the size of the Law Enforcement Bulletin.

Messrs. Tolson and Glavin recommended that the Law Enforcement Bulletin be printed six times yearly and that the Investigator be printed six times yearly, these magazines to be printed in alternate months.

Messrs. E. A. Tamm, Hendon, Harbo and Mumford recommended that the Law Enforcement Bulletin be printed 6 times yearly and that the Investigator be printed quarterly, the printing being so arranged that only one magazine is printed during any one month.

Messrs. Nichols and Clegg recommended that the Investigator be printed quarterly; that the Law Enforcement Bulletin be continued on a monthly basis with its size being reduced from 50 pages to approximately one-half the size. Messrs. Nichols and Clegg felt it was much more desirable to continue the Law Enforcement Bulletin on a monthly basis since other Law Enforcement Magazines are appearing on the market, and by continuing our bulletin on a monthly basis we will maintain our current standing with law enforcement officials throughout the country. They felt with the reduction

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

MAY 22 1946

RECORDED

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66-2554-4929  
MAY 17 1946

in the size of the bulletin the appropriate savings in time would be effected just as easily as by cutting down the number of issues printed at the same size as the present Law Enforcement.

The remainder of the Conference felt that it would be much more desirable to have the Law Enforcement Bulletin go out every other month and be retained at its present size rather than reducing the size and putting it out monthly. It was felt by the majority of the conference other than Messrs. Nichols and Olegg that if the Law Enforcement Bulletin was reduced to 25 pages we could not put into it the data that should be contained therein, and as a result the bulletin would not perform the function for which it was prepared.

No further action will be taken in connection with this matter until advice is received from the Director.

Respectfully Submitted,  
FOR THE DIRECTOR

*J*  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

WRC:rj

cc Mr. Hendon  
Mr. Olegg

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

TO: THE DIRECTOR

DATE: May 8, 1946

FROM: A. ROSEN

SUBJECT: CRIMES COMMITTED BY MILITARY PERSONNEL -  
INVESTIGATION OF MODIFICATION OF  
DEPARTMENT CIRCULAR NO. 3785 BY ISSUANCE  
OF SUPPLEMENT No. 5.

ALL INFO  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-50/fab

PURPOSE

To obtain approval of the attached Bureau Bulletin and changes in the Manual of Instructions and FBI Handbook for Special Agents setting forth the Department's peacetime policy for the prosecution of military offenders.

BACKGROUND

With the cessation of hostilities a memorandum was sent to the Department requesting that the wartime policy favoring the prosecution of military offenders by court-martial be amended. In compliance with the Bureau's recommendation, Supplement No. 5 was issued to Departmental Circular No. 3785.

PEACETIME POLICY FOR PROSECUTING  
MILITARY OFFENDERS

This Supplement specifies that the various U. S. Attorneys should prosecute civilly military personnel who commit offenses involving violations of Federal criminal law after entrance in the Armed Forces, except:

- (1) A person held by the military authorities to answer for a crime which is at least as serious as the civil offense and delivery will materially impede or inconvenience military administration.
- (2) A person charged with a trivial civil offense such as minor traffic violations where appropriate punitive action can be taken by the military authorities.

RECOMMENDATION - That the attached Bulletin and changes in the Manual of Instructions and the FBI Handbook be approved.

Attachments

ADDENDUM: The Executive Conference on May 8, 1946, attended by Messrs. Tolson, Glavin, Mumford, McGuire, Harbo, Tracy and Rosen, approved the attached Bureau Bulletin, Manual and Handbook changes.

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THE DIRECTOR

4/16/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CJB/HF

The Executive Conference, consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Rosen, Hendon, Harbo, Hince and Tracy on April 15, 1946, considered the question of purchasing smocks for the use of certain employees at the Seat of Government.

For the Director's information, this matter has been considered on previous occasions the past several years; however, in view of the question as to whether or not the Bureau's appropriation can be utilized for such purposes, smocks have not been purchased. There is transmitted herewith for the Director's information an opinion of the Comptroller General under date of April 1, 1946, wherein it is stated on page four, "Consequently, as there is no specific restriction in the appropriation, or elsewhere, prohibiting the purchase of equipment such as smocks, it may be considered that the proposed purchase of the smocks meets the requirements of the rules set forth in the decision above quoted; hence, they may be purchased under the appropriation available for the performance of the work, if it be determined administratively that such smocks are necessary to a proper prosecution of the work of the Federal Bureau of Investigation".

The Conference with the exception of Mr. Glavin was of the opinion that the Comptroller General's letter is adequate authority for the purchase of smocks; therefore, the Conference recommends that smocks be purchased for the following positions:

1. Duplicator Clerks--Identification Division.  
22 employees using purple colored duplicator ink in preparing copies of criminal records on ditto machines.
2. Single Fingerprint Section--Identification Division.  
6 employees utilizing chemicals, powders, etc. in the development of latent fingerprint cases.
3. Mechanical Section--Justice Building  
90 employees working on micrographing, multilithing, photographing, etc.
4. Laboratory--Justice Building.  
92 employees using silver nitrate, miscellaneous chemicals, etc.

Total: 210 employees.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

59 MAY 23 1946

MEMORANDUM FOR THE DIRECTOR

April 16, 1946

The smocks would not, of course, be individually assigned but would be assigned to the office or section to be used by any employee. Two smocks would be necessary for each person, inasmuch as one would be at the laundry. This means a total of 420 smocks at an approximate cost of \$3.50 each, making a total of \$1,470.

*Q* The entire Conference with the exception of Mr. Glavin recommends that 420 smocks be purchased as of July 1, 1946, those in favor pointing out that other government departments purchase smocks for utilization in occupations where clothes are subject to damage or ruin due to the nature of the work performed by them.

Mr. Glavin is opposed for the reason he feels the purchase of smocks is not a proper charge against the Bureau's appropriation.

*I do not feel that they are necessary to a proper prosecution of our work. We were told down under we wanted to get uniforms for our nurses.*

Respectfully,  
For the Conference

Clyde A. Tolson

*EAT*  
Edward A. Tamm

cc - Mr. Clegg  
Mr. Hendon

*I think we should take matter of nurses uniforms up again. It seems to me there is no difference*

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

5/13/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CJP/MP

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Rosen, Hendon, Hince and Tracy on May 13, 1946, considered a suggestion of Mrs. Dorothy P. Vanevor that the form letters used in the Identification Division be revised.

Copies of the two form letters are transmitted herewith showing the proposed changes which consist of changing the expression "the only record disclosed through a search of the fingerprint files of the Identification Division" to read "the only record disclosed through a search of the files of the Identification Division". The same phraseology will be used in both form letters, the change being the omission of the word "fingerprint".

This suggestion was made in view of the fact it has been necessary for the Identification Division to search certain types of fingerprints by name only instead of by fingerprints.

The Conference was unanimously of the opinion that the proposed change in wording from a specific to a more general statement is desirable.

If approved, the form letters will be changed accordingly.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

59 MAY 24 1946

RECORDED  
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6-2554-4932  
MAY 22 1946



COPY:FC

SAC, LOUISVILLE

May 10, 1946

DIRECTOR, FBI

UNNECESSARY INTERIM REPORTS

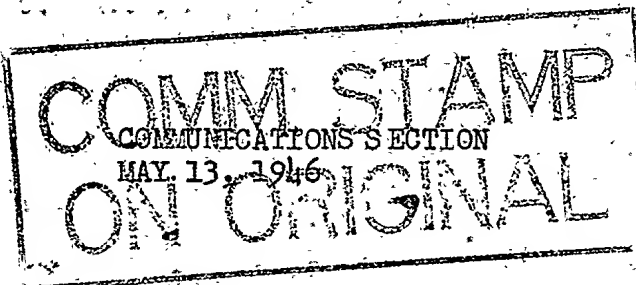
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HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CIB/BW

With reference to your letter of April 24, 1946, wherein you suggest it is incumbent on the SAC to see that reports are submitted in order to reduce case delinquency, you are advised the submission of reports for this purpose is specifically the practice which the Bureau sought to eliminate when the instructions were issued in the recent Bureau Bulletin No. 22. The report should be submitted when the investigation has been completed in a field office and at such other times as it would appear logical and economical to do so. The submission of a report merely because the case is about to become delinquent is a highly undesirable and expensive practice which the Bureau desires discontinued in the offices immediately.

Your suggestion for extending the period of delinquency from 45 days to 90 days would not be effective since the Bureau does not desire to have a report submitted solely to have one submitted in even a 90 day period. For these reasons your suggestion is not approved and you should clear any impressions which Agents of your office might have as indicated in your letter concerning the submission of reports for the purpose of reducing the percentage of case delinquencies.

HHC:rs

Approved by Executives' Conference on  
May 8, 1946, those present being Messrs.  
Tolson, Glavin, Tracy, Harbo, E. A. Tamm,  
Hendon, Nichols, Mumford, Rosen and Clegg.



RECORDED

EX-133

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MAY 20

166-2554-4934

ORIGINAL COPY FILED IN

66-2435-425

JUN 10 1946



THE DIRECTOR

APRIL 17, 1946

THE JOINT COMMITTEE

SUGGESTION #154

EMPLOYEE: SAC KENNETH LOGAN  
OMAHA FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 C/BHP

MEMBERS PRESENT:

H. M. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS:

That clerical conferences heretofore held quarterly in field offices be held semiannually in the future.

ADVANTAGES:

1. The clerical force now has been reduced generally to a stable factor and the need for the conferences has diminished.
2. Immediate problems discovered by the SAC are called to the attention of clerical employees as they arise, thus reducing the urgent need for such conferences more frequently.
3. Saving of a certain amount of time and effort by holding conferences less frequently.
4. This will make the clerical conferences held with the same regularity as Agents' conferences, with uniformity in this respect being desirable.

DISADVANTAGES:

1. The opportunity of all clerical employees in field offices getting together is calculated to provide an opportunity to boost morale and develop esprit de corps which would be on a less frequent basis.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference of April 24, those present being Messrs. E. A. Tamm,

Glavin, Harbo, Mumford, Tracy and Clegg, voted unanimously in favor of the above suggestion.

HHC:ER

Respectfully,  
For the Conference

RECORDED

Clyde Tolson

EX-13

E. A. Tamm

INITIALS ON ORIGINAL

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg

Hendon

59 JUN 6 1946

ORIGINAL COPY FILED IN

TO: THE DIRECTOR

DATE: May 16, 1946

FROM: <sup>Q</sup> EXECUTIVES' CONFERENCE

SUBJECT:

*X Tamm*

*pc*  
The Executives' Conference considered the question raised by Mr. Tamm as to whether it would be desirable to maintain in the Chief Clerk's office a dozen or so good ~~pistols and revolvers~~ for possible use as gifts from the Director to some visiting high-ranking police officials, principally of a South American country. It was pointed out that these pistols are not purchased by the Bureau or with Government funds; that they are "confiscated" either by local officers or by Bureau Agents from criminals and that after being maintained in the Bureau for a period of years, are either destroyed or turned over to the Procurement Division of the Treasury Department.

Some discussion was had concerning the legality of the proposed procedure, with Mr. Tolson expressing a positive view that such property could not be given away. The majority of the Conference, including Mr. Tolson, Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Hendon, Mr. Nichols, Mr. Hince, Mr. Mumford and Mr. Rosen were opposed to any affirmative action on this suggestion.

Mr. Tamm is in favor of retaining a dozen or so guns in the Chief Clerk's office in the belief that consideration can be given to the matter of the Director's presenting them on those occasions when some foreign police official is a guest of the Bureau.

*In view of doubt  
of legality, agree  
with Tolson.*  
*74*

Respectfully submitted,  
For the Conference

*7*  
Clyde Tolson

*Cit*  
Edw. A. Tamm

CC - Mr. Clegg  
Mr. Hendon

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HEREIN IS UNCLASSIFIED  
DATE 10/11/80 BY SP-5C/bmf

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*166-2554-4936*  
32 MAY 22 1946

37 MAY 24 1946  
*84*

ps  
THE DIRECTOR

May 2, 1946

THE JOINT COMMITTEE

SUGGESTION #55-C

EMPLOYEE: SAC THORNTON  
MIAMI FIELD DIVISION

*Executive Conference*

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIB/MT

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

*Charge out slip*

EMPLOYEE SUGGESTS:

That Agents be permitted to recharge serials without actually returning them to the Chief Clerk's Office. The rules presently provide that Special Agents shall return serials within 45 days after they have been charged out.

ADVANTAGES:

1. Would legalize practices which are being largely engaged in by Agents forwarding lists to Chief Clerk of serials which they want to retain for some reason after 45 day period.
2. Would prevent the unnecessary return of serials for purpose of recharging.
3. The present rule, if strictly followed, is highly impractical on road trips or for resident agents who have not completed their investigations on long involved assignments.

DISADVANTAGES:

1. The present rule will tend to cause Agents to return serials and in doing so keep the file current, preventing the loss of serials and put an automatic pressure on Agents to handle cases which have been assigned to them for an extended period.
2. The recharging of serials serves no useful purpose and is merely a bookkeeping operation.
3. The practice of recharging serials without returning them may lead to the file containing misleading information with reference to length of time that Agents have had serials for an extensive period of time recently having submitted a new charge-out slip which would make it appear from the file he had only had the serials for a short period of time.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Hendon  
Mr. Clegg

MAY 28 1946

RECORDED

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106-2554-4937  
F B I  
37 MAY 22 1946

HHC:RS

SUGGESTION #55-C  
EMPLOYEE: SAC THORNTON  
MIAMI FIELD DIVISION

RECOMMENDATION:

Mr. Conroy feels that the present rule should be amended to permit recharging without requiring serials be returned. Messrs. Scheidt, Hendon, and Clegg feel the rule should continue in its present phraseology with Mr. Hendon being of the opinion there is no prohibition in present rule against recharging serials where necessary.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, E. A. Tamm, Hendon, Nichols, Mumford, Rosen, and Clegg unanimously recommended that the present phraseology be continued in the manual. It was the interpretation of all the members of the Conference, except Mr. Hendon, that the serials should be actually and physically returned to the field office within 45 days for recharging.

Mr. Hendon felt that the present phraseology would permit recharges to be made without actual physical return of the serials. All others felt that the serial should be actually returned.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

May 21, 1946

THE EXECUTIVE CONFERENCE

LATENT FINGERPRINT EXAMINATIONS ON FRAUDULENT CHECKS

On May 20, 1946, the Conference composed of Messrs. E. A. Tamm, Glavin, Hendon, Tracy, Ladd, Rosen, Clegg, Nichols, and Harbo, considered the policy of the Laboratory in treating fraudulent checks for latent fingerprints and a Laboratory proposal for a reduction in the amount of work in this field.

The tally during a recent week disclosed that 181 checks were received for examination, of which 89 were treated for latent fingerprints. Latent prints were developed on 28 of these checks. A study of the employee time involved disclosed that this is slightly in excess of one employee. It is estimated that in only 3% of the cases do the contributors specifically request that the checks be treated for latent prints, and most of these requests are from field offices.

In 1944 a check of 706 check cases treated during a four-month period for latent prints disclosed that latent prints were developed in 40 cases. The prints in only 19 of these cases were of value for comparison purposes. Identifications were made in 3 cases, of which two were with the fingerprints of Special Agents and one with the fingerprints of an individual with a criminal record.

In April 1945 a Bureau Bulletin instructed the field offices to advise the Laboratory in fraudulent check cases specifically what type of examination was desired. Specific reference was made to the question of whether treatment for latent prints was desired, and this Bulletin also indicated that the field offices should so advise police departments in training schools, conferences, and personal contact.

The Conference unanimously approved the proposal to treat fraudulent checks for latent prints only when the contributor specifically so requested, with the provision that when the examiner feels there are unusual circumstances present he may in his discretion treat the check for latent prints even though no specific request was made. The recommended procedure would result in the saving of one employee in the Document Section of the Laboratory.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/80 BY SP-5C-PH

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

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INDEXED  
Clyde Tolson

E. A. Tamm  
EX-15

100-2551-4938

135  
MAY 27 1946



THE DIRECTOR

5/17/46

EXECUTIVES CONFERENCE

HENRY H. FOXWORTH  
FBI NA APPLICANT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/98 BY SP-5 C/BHP

The Executives Conference, Messrs. Tolson, E. A. Tamm, Tracy, Harbo, Nichols, Hendon, Lee, Rosen and Hince being present, considered the application of Chief of Police William C. Kirven to nominate Henry H. Foxworth of the Sumter, South Carolina PD to attend the National Academy.

Chief Kirven resigned from the Bureau after he had been accused of a number of instances of misconduct including illicit relations with a Velma Allen, a married woman. The allegations included certain charges of sadism toward this girl. Kirven also has been accused by SAC Brown of having ridiculed the Bureau on many occasions. Kirven has a very unsavory reputation.

RECOMMENDATION: The Executives Conference unanimously recommended that the application be routinely acknowledged and that no consideration be given to this application.

A letter of acknowledgement is attached.

Respectfully,  
\* FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

lah;hd

CC - Mr. Hendon  
Mr. Clegg

EX-19

RECORDED  
&  
INDEXED  
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Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 MAY 29 1946

THE DIRECTOR

May 21, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/60 BY SP-5 CIP/MS

~~ROPE, TWINE, AND CORDAGE FILE~~

On May 20, 1946, the Conference composed of Messrs. E. A. Tamm, Glavin, Hendon, Tracy, Ladd, Rosen, Clegg, Nichols, and Harbo, considered the status of this file which is composed of 3,500 samples of ropes, twine and cordage, reflecting the identity of the manufacturers. It is maintained for the purpose of endeavoring to establish the manufacturer of a questioned piece of rope which has been submitted for examination. The specimens in file are classified according to the type of fiber and construction, number of plies, color, and other items; however, 1,000 specimens are unclassified. No work has been done on the file since 1942 and the file is not up to date.

In the past two years, 15 cases have arisen wherein reference was made to the file. Of these, two were Bureau cases. In less than 50% of the cases was it possible to furnish information which would serve as investigative leads. The only time we can make a positive identification is when the manufacturer uses a tracer thread or some other means of positive identification. The manufacturing process has been standardized to such an extent that in most instances it is impossible to definitely identify the manufacturer.

The file is not up to date because no additional specimens have been sought since 1942. To bring the file up to date and to so maintain it would require a considerable expenditure of man-power both in the field and in the laboratory. Standardization of the manufacturing procedure has progressed to such a great extent that in most instances the manufacturers themselves cannot identify their own products.

The file occupies 26 file cabinet drawers. Mr. Baughman and the examiners who occasionally make use of the file recommend that the present policy with reference to the file be abandoned. Heretofore, it has been the aim to have a specimen of each type of rope manufactured by each manufacturer. The proposed procedure would consist of maintaining only reference specimens of different types of ropes and twines. Such a reduced reference file would occupy from one to four file cabinet drawers and the reorganization would require approximately 3 days. Also, the proposed reference file would serve substantially the same purpose as the present more elaborate file since it is presently possible only to advise that a piece of evidence rope is of a certain type manufactured by a specified number of manufacturers.

Under the proposed procedure we would continue to furnish the service which we now render both to local agencies and to Bureau field agents.

The Conference unanimously favored the proposed streamlining of the rope and cordage file.

Respectfully,  
For the Conference

E. A. Tamm

Clyde Tolson

cc-Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

THE DIRECTOR

5/20/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/10 BY SP-5 CJB/HF

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Nichols, Hendon, Harbo and Tracy on May 20, 1946, considered a suggestion that two form letters, copies of which are attached, be approved for use in the Identification Division.

One form letter is to acknowledge the receipt of fingerprints where the fingerprint jacket is charged out or for other reasons not in file, and a positive identification is made against the master print in file. The other form letter is for instances wherein a possible or probable identification is made against an index card, where the jacket is not in file and it is necessary to locate it before an actual fingerprint comparison can be made.

The Conference unanimously recommends approval of the two form letters.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
&  
INDEXED

66-2554-4941

EX-27

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-A

EMPLOYEE: SAC BROWN  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/15/90 BY SP-5 CIB

MEMBERS PRESENT:

H. B. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the present Communist Charts being maintained in each field office be modified to require that they be maintained only where such charts would aid in investigations pending in that office. He points out that in his own office there are only three names on the Communist Chart.

ADVANTAGES:

1. There are several offices where there are only a small number of key figure communists whose names appear on the chart and the amount of time spent in reviewing files to bring the chart up-to-date would not compensate for the nuisance of maintaining them when serving such a limited field.
2. They do have some educational value, for Agents arriving at even a small office can take a look at the chart and in a short amount of time obtain full information regarding Communist activity in the area without reviewing files.
3. Require all offices to maintain charts as a matter of uniformity.
4. With a concerted drive now indicated in rural areas for promotion of labor activities, there is a likelihood of infiltration in these groups which would make these charts increasingly more valuable.

DISADVANTAGES:

1. In some field divisions where there is practically no Communist activity, attempts on the part of such offices to prepare charts which purport to be communist charts create a somewhat ludicrous effect.

RECOMMENDATION:

Messrs. Hendon and Scheidt recommend that the requirement for Communist Charts in field offices where they are not actually needed be eliminated and that the Bureau issue such instructions that those offices would be selected by the Bureau based upon its knowledge of the extent of Communist activities and organizations therein.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ORIGINAL COPY FILED IN 100-326

ENCLOSURE 3 - 1946

SUGGESTION #32-A  
EMPLOYEE: SAC BROWN  
SAVANNAH FIELD DIVISION

Messrs. Conroy and Clegg recommend that Communist Charts be continued in at least some simple form even in the offices where there is practically no activity since charts are already prepared and the problem of maintenance is negligible. The amount of work involved in maintaining them would probably be less than the amount of time spent by Agents, arriving there by transfer or assigned, in reviewing files to ascertain the existing situation which otherwise would be pictured diagrammatically on the charts.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously recommended that Communist Charts be continued in at least some simple form in all offices, including those where there is very limited activity since charts are already prepared and the problem of maintenance is negligible. It was also believed by the members of the Conference that recent indications of a drive on the part of certain labor groups to increase membership in the south might make these charts more valuable in the future in all offices.

Respectfully,  
For the Conference

NHC:ER

Glyde Tolson

E. A. Tamm



THE DIRECTOR

May 22, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference on May 21, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Nichols, Rosen, and Clegg were unanimously opposed to accepting a representative from Caracas in the FBI National Academy. The Legal Attache at Caracas had inquired if the Bureau would consider an application for attendance of a representative. If approved, the Legal Attache will be advised that no application should be solicited.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-SCI/bmf

CC: Mr. Hendon  
Mr. Clegg

HHC:rs

INDEXED  
&  
RECORDED

66-2554-4944

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

62  
MAY 31 1946

THE DIRECTOR

May 22, 1946

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIB/H

The Executives' Conference on May 21, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Nichols, Rosen, and Clegg recommended that on May 30, a legal holiday, there be no classes held for the FBI National Academy.

The Conference further recommended that all classes of In-Service Agents be held as usual with the understanding that all class members will have an equivalent amount of time as compensatory leave upon their return to their field divisions or if this is unsatisfactory to them that anyone of them having no desires to attend on that day will be excused from class. This will avoid the necessity of paying over-time. This is the usual announcement made for Saturday and Sunday training at Quantico.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED

66-2554-4945  
21 32 MAY 24 1946

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAY 28 1946

HHC:RS

THE DIRECTOR

May 22, 1946

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CIB/HF

The Executives' Conference on May 21, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Nichols, Rosen, and Clegg gave further consideration to the attached diploma given by the Bureau for satisfactory completion of field law enforcement training school. The diploma phraseology concludes with the phrase "with the cooperation of the Federal Bureau of Investigation." It was the unanimous opinion of the members of the Conference that this phraseology was desirable and should be continued in its present form.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

390  
MAY 29 1946

RECORDED  
&  
INDEXED

EX-29

166-2554-4946  
32 MAY 24 1946

THE DIRECTOR

May 21, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CIB/DW

At a meeting of the Executive Conference on May 21, 1946, the suggestion submitted by Special Agent in Charge Hood that the Bureau make known to chiefs of police certain information about the Communist situation was discussed. Mr. Hood pointed out that the police may wonder why they are not furnished details concerning Communism when they know that the field offices are working on these investigations and are securing aid and assistance from them and information from the police department files.

The Executive Conference thoroughly discussed this suggestion, and those in attendance, Messrs. Tolson, Glavin, Tracy, Harbo, Clegg, Hendon, Rosen and Ladd, were opposed to this suggestion, as was Mr. E. A. Tamm who was not present at this discussion.

The Conference felt that it would be dangerous to the security of the Bureau's investigations to make this available to police departments generally, and for that reason were unanimous in moving against the recommendation. In the event you approve the action of the Conference, there is attached hereto a letter to Mr. Hood thanking him for his suggestion and advising of the action of the Conference.

*\*Communist Party - Kent*

Attachment

DML:cmw

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

RECORDED  
&  
INDEXED

4626  
EX-126

166-2554-4947  
F B I  
32 MAY 24 1946  
JH

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

390  
52 MAY 29 1946

THE DIRECTOR

MAY 16, 1946

THE JOINT COMMITTEE

SUGGESTION #156

EMPLOYEE: SAC A. CORNELIUS  
ALBANY FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/00 BY SP-5/BJP

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That it be required that Complaint Form FD 71 be submitted by Special Agents in duplicate.

ADVANTAGES:

1. A file copy of the complaint form would always be available while an Agent was working on the case originally.
2. To have a file copy available it would not be necessary for a clerical employee to copy the information on a form.

DISADVANTAGES:

1. It is not necessary to have a copy of the complaint form in the files since there is no rule against charging this only serial out to an Agent.
2. There should be no requirement in an office that a copy be prepared by clerical employees.
3. To submit a duplicate would require additional time and work on the part of an Agent since they are usually made out in longhand.
4. In those very few instances where it is necessary to find out that is in the form when the only copy is in the possession of an Agent, it can be obtained through personal contact with the Agent.

RECOMMENDATION:

Unanimously opposed and that the attached letter go forth to the Albany Office instructing that the practice apparently being followed there be discontinued.

RCH:HD

RECORDED

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INDEXED

39 MAY 27 1946

EXECUTIVES CONFERENCE CONSIDERATION:

On May 20, 1946, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC - Mr. Clegg, Mr. Hendon



THE DIRECTOR

5/17/46

THE JOINT COMMITTEE

SUGGESTION #160

EMPLOYEE: LELAND G. RICHIE  
LOUISVILLE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CBT

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That a separate index be maintained covering Bureau Bulletins and SAC letters with the cards being withdrawn and destroyed after three years when the materials to which they relate are destroyed.

It is pointed out that this suggestion was submitted to Assistant Director Connelley, Inspectors Naughten and Gurnea and SACs Brantley, Conroy, Hood, McSwain and Scheidt, all of whom were opposed to the suggestion with the exception of SACs Conroy and McSwain.

ADVANTAGES:

1. The special index might be of assistance when research on any particular subject covered by Bulletins or Letters was necessary.
2. Such a special index might eliminate cross-reference index cards.

DISADVANTAGES:

1. The additional time required to maintain such a special index would not be justified by its accomplishments.
2. Indexing by subject matter in the regular index is entirely satisfactory and uniform with the usual procedure.
3. It is highly desirable in field offices to maintain at a minimum the number of special indices because of the fact that the same require duplicate searching.

RECOMMENDATION: Unanimously opposed.

RCH:HD

RECORDED

INDEXED

39 MAY 27 1946

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 21, 1946, those present being Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

1946

THE DIRECTOR

MAY 15, 1946

THE JOINT COMMITTEE

SUGGESTION #177

EMPLOYEE: INSPECTOR T. H. NAUGHTON

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/15/10 BY sp-5u/pmf

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

D. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the names of the principal subjects no longer be entered on the file folder.

ADVANTAGES:

1. Only the file number is necessary on the file folder.
2. The suggestion would save some clerical effort.
3. Frequently after the file folder is made, the title is changed and to be accurate the change would have to be made on the file folder causing additional clerical effort.

DISADVANTAGES:

1. Very little effort is required to add the name of the subject at the time the file number is placed on the file folder.
2. Many clerical employees and others know the file by the name of the subject rather than the file number and having the name on the file folder facilitates the obtaining of the file from the cabinet.
3. When the file is absent from the file drawer without a chargeout slip, this is the only means of identifying the file involved.

RECOMMENDATION: Unanimously opposed.

RCH/wj

RECORDED  
INDEXED  
31 MAY 27 1946  
66-2554-4950  
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EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives' Conference on May 20, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

MAY 15, 1946

THE JOINT COMMITTEE

SUGGESTION #169

EMPLOYEE: SA G. PARNELL THORNTON  
ST. PAUL FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo  
R. G. Hendon

E. H. Conroy  
H. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/15/90 BY SP-5C/BH

EMPLOYER SUGGESTS:

That the Bureau furnish the field, in bulletin form, a complete explanation of the Government retirement system as it applies to Special Agents.

ADVANTAGES:

1. Agents do not have full knowledge of the benefits which accrue to them under the retirement system.
2. It is recalled that a few years past this information was furnished to field offices. It is probable that the communication was filed in various field offices in administrative files and subsequently destroyed in accordance with the instructions of destroying administrative material three years old.
3. The benefits granted to personnel under this act are attractive and constitute a factor for the retaining in the service of Special Agent personnel. Accordingly, their understanding thereof is of advantage to the Bureau.

DISADVANTAGES:

1. The benefits of the retirement system have been explained to the In-Service classes for the past several years by a representative of the Chief Clerk's Office.

RECOMMENDATION:

Unanimous that a copy of the act together with a concise, current analysis of its applicability to employees with typical examples showing minimums, maximums, and examples of its benefits be sent to each field office.

ECH/wl

EX-26

EXECUTIVES' CONFERENCE ACTION:

On May 20, 1946, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

THE DIRECTOR

5/17/46

THE JOINT COMMITTEE

SUGGESTION: #157

EMPLOYEE: SA WALTER T. GRAY  
BUTTE FIELD DIVISION

MEMBERS PRESENT:

R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That in the future sirens be installed in new automobiles between the grill and the radiator.

ADVANTAGES:

1. The siren sounds louder when so installed.

DISADVANTAGES:

1. The siren is loud enough.
2. Extra expense would be involved in the more difficult type of installation recommended.
3. Installation as suggested would identify the car as a police car.
4. It would be necessary to put a screen on the siren to prevent it being damaged by gravel, dirt, bugs and other debris.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY sp-5 cjb/wh

RECOMMENDATION: Unanimously opposed.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 21, 1946, those present being Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Clegg

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

cc - Mr. Hendon, Mr. Clegg

EX - 26

THE DIRECTOR

May 21, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/82 BY SP-SCB/HF

The Executive Conference of May 21st, 1946, consisting of Messrs. E. A. Tamm, Hendon, Ladd, Hendon, Tracy, Clegg, Nichols, Rosen, and Glavin considered a suggestion submitted by Special Agent Sloan of the Quantico Division regarding the disposing of certain surplus .351 S.L.R. Ammunition presently stored in the tunnel. Mr. Sloan indicated they presently have 510,000 rounds of this ammunition.

It will be recalled that the Bureau has not utilized such rifles for some period of time. A number of such rifles were kept on hand during the emergency, and the only use to which they are put at the present time is to give a short course of training to each member of the National Academy when they are at Quantico. Each member shoots about 60 rounds on the familiarization course which is fired with .351 rifles. Mr. Sloan pointed out that we will use this ammunition at the rate of about 18,000 per year, and therefore recommends that we dispose of 400,000 rounds of this ammunition at this time. Glavin recommended if this ammunition is disposed of at this time that steps be taken to dispose of a number of the .351 rifles.

Should the Director approve, appropriate steps will be taken to declare certain of these rifles and ammunition as surplus material.

Respectfully Submitted,  
FOR THE CONFERENCE

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc Mr. Hendon  
Mr. Clegg

WRG:rj

RECORDED  
E. A. Tamm  
INDEXED

32 MAY 25 1946

- 40



ml  
THE DIRECTOR

MAY 17, 1946

THE JOINT COMMITTEE

SUGGESTION: #158

EMPLOYEE: ASAC GARY CARLTON  
BUTTE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-SC/BH

MEMBERS PRESENT:

R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That tickler cards of the same thickness as the regular index card be furnished.

ADVANTAGES:

1. The thicker card might reduce the chance of loss.
2. The card would be more durable and last longer.
3. Greater ease in filing and in searching through a tickler box.
4. To maintain the card would require no more typing than usual.

DISADVANTAGES:

1. The present card fully serves its purposes and is less expensive.
2. The present card is sufficiently durable since the vast majority of the ticklers are utilized but infrequently.
3. The suggested card would be burdensome in a large office since it would at least double the number of tickler boxes required. For example, it is estimated that instead of having 11 tickler boxes in the New York Office the tickler cards would require approximately 22; thus adding to administrative and clerical work.

RECOMMENDATION: Unanimously opposed.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 21, 1946, those present being Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

RECORDED

INDEXED

EX-23

MAY 27 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

MAY 29 1946

THE DIRECTOR

5/16/46

THE JOINT COMMITTEE

SUGGESTION #153

EMPLOYEE: SAC S. K. MCKEE  
NEWARK FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/91 BY SP-5 C. bmf

MEMBERS PRESENT: R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS: That some designation should be utilized on assignment cards to distinguish the Veteran Reemployment cases from other Selective Service violations and that a separate tabulation as to the number of such cases handled be shown on the Administrative Report.

ADVANTAGES:

1. It would give information as to the exact number of this particular type of case pending.
2. It would permit the office to more accurately reflect the work performed on the usual Selective Service type of case as distinguished from the more recently received Veteran Reemployment cases.

DISADVANTAGES:

1. There is a comparatively small number of these cases and since the Veteran must apply for his reemployment within a 90-day period, the problem is a decreasing one.
2. It is not necessary to handle these cases administratively in a different manner from the usual Selective Service violation.
3. The suggestion would require unnecessary administrative rules.
4. Such a division would be meaningless to many offices since not more than one or two, if any, of such cases are pending.

RECOMMENDATION: Unanimously opposed.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 20, 1946, those in attendance being Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC - Mr. Clegg, Mr. Hendon

THE DIRECTOR

May 15, 1946

THE JOINT COMMITTEE

SUGGESTION #120

EMPLOYEE: SAC TRAYNOR  
SPRINGFIELD FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/10/90 BY SP-5 CJD/K

EMPLOYEE SUGGESTS:

That the Springfield Office be permitted to continue the maintenance of a separate administrative file as a repository for all correspondence concerning In-Service training.

It was pointed out that at the present, teletypes and other correspondence from the Bureau ordering Agents in for In-Service are filed in this separate file.

ADVANTAGES:

1. This affords one file in which an SAC may look to determine which Agents are scheduled in the future for In-Service training.

2. Instructions as to the attendance of Agents at In-Service are often in the alternative and in the larger offices anyone of a large number of Agents may be scheduled for a particular school. If such material were filed in administrative files of Agents a complete search of all these files would be necessary to determine who should be sent to Washington.

3. Often, only one copy of a teletype or other instruction sent out by the Bureau is available in which several Agents are named and if filed in individual files it would require extra time in the making of additional copies.

4. Certain correspondence relative to In-Service training does not relate to any particular Agent. Since he has instructions that no In-Service school will be held during a particular period, hence, it is logical to have an In-Service file in which correspondence of this type would be filed.

5. All rules permitting establishment of administrative files furnish full authority for maintenance of a file of this type.

6. Most field offices follow procedure suggested.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon  
Mr. Clegg  
Mr. Naughten

RGH:rs 6 JUN 3 1946

*WAX*

SUGGESTION #120

EMPLOYEE: SAC TRAYNOR  
SPRINGFIELD FIELD DIVISION

7. There is no value in having such material filed in individual Agent's files since after his attendance that fact is recorded in his personnel file.

8. It is more convenient to locate material in an administrative file pertaining to In-Service than in individual Agent's administrative files inasmuch as latter files are stapled together by month and filed together.

DISADVANTAGES: 1. In looking for the record of an individual Agent it would be easier to find it in his administrative file than in a general file or an In-Service file.

RECOMMENDATION: Unanimously favorable but that no communication be sent to the field in the matter since the suggestion is in accordance with the present procedures in practice.

EXECUTIVES' CONFERENCE CONSIDERATION:

On May 20, 1948, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols considered the above suggestion and was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

NCII:DJ

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

May 15, 1946

THE JOINT COMMITTEE

SUGGESTION #104

EMPLOYEE: SA O. GEORGE MEDLER, JR.  
WASHINGTON FIELD OFFICE

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIP/MP

EMPLOYEE SUGGESTS:

That serials be routed to Special Agents without a charge-out slip being placed in the file and that charge-outs be utilized for only those serials sent to a resident agency or when an Agent must take the serial from the office for a period longer than 24 hours. All serials from closed files would be charged out to the Agent by name as in the past.

ADVANTAGES:

1. Even though a serial is charged on a slip to an Agent, there is nothing to prevent the serial from going astray prior to Agent receiving it.
2. It would save a great deal of clerical time utilized in making charge-outs of serials.

DISADVANTAGES:

1. It would lead to complete confusion and the inability to definitely determine to whom a particular serial might have been routed.
2. It would eliminate responsibility for the location of serials in the field office and lead to their loss.
3. It would be a very loose administrative practice.
4. The present system is one of the fundamental steps in the Bureau's filing system.
5. The Bureau has regarded this practice so highly that during plant surveys prior to and during World War II the Bureau recommended this procedure be adopted in connection with blueprints, etc. in industrial establishments.
6. Instead of saving time, the suggestion would actually waste time inasmuch as a great deal of effort would have to be expended from time to time to determine the location of serials.

RECOMMENDATION:

Unanimously opposed.

RECORDED

&  
INDEXED

166-2554-4957  
MAY 28 1946

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon

Mr. Clegg

1946



SUGGESTION #104

EMPLOYEE: SA O. GEORGE MEDLER, JR.  
WASHINGTON FIELD OFFICE

EXECUTIVES' CONFERENCE CONSIDERATION:

*Unanimously opposed by the Executives Conference on May 20, 1946,  
those in attendance being Messrs. Tamm, Glavin, Hendon, Harbo, Tracy,  
Ladd, Rosen, Clegg and Nichols.*

*Respectfully,  
For the Conference*

*Clyde Tolson*

*E. A. Tamm*

*RCH:DN*

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #37-D

EMPLOYEE: SAC P. C. HOLLOMAN  
ORIGINAL FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. G. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That more uniformity be established as to the time when certain administrative files are to be destroyed in an office. At the present time there is a lack of uniformity in this regard. For example, return register receipts must be retained for six months; daily list of absences for 90 days; and the Monthly Administrative Report for 18 months.

ADVANTAGES:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/13 BY SP-5 CIB/H

1. It is very difficult to keep track at the present time as to when the various administrative files are to be destroyed.
2. It requires that a large number of administrative ticklers be maintained to comply with the various time periods.
3. Little is to be gained by the uniformity in so far as filing space savings are concerned.
4. Any advantage through an earlier destruction of a particular file is overridden by the disadvantage of additional clerical operations to do these things at any different times and at more frequent intervals.
5. It appears that there is no logical reason for the wide variation in the periods when material should be destroyed, and it would be preferable to have greater uniformity in such matters.

DISADVANTAGES:

1. A uniform rule might require the maintenance of some of the files in an office beyond their period of usefulness which takes up some little space.
2. There is no great administrative difficulty in abiding by the various rules since it can be followed on administrative tickler.

RECOMMENDATION:

Unanimously favorable and it is recommended that such administrative records be destroyed after they have become either one year old or three years old and that in the future the date set for the destruction of any kind of administrative record either be handled on an annual basis or on a three-year basis. Further, that this destruction be permitted on the basis of an annual tickler in the field offices but that destruction more frequently not be prohibited provided the material has attained the minimum required age.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Miss Gandy

Clegg  
Hendon

ROH:ER

RECORDED

166-2554-4958

EX

36 MAY 28 1946

Specifically, it is recommended that the present rules as to the destruction of the following records be changed as shown:

<u>Administrative Records</u>	<u>Present Requirement</u>	<u>Recommended Requirement</u>
Return Register Receipts	6 months	1 year
#2 and #3 Registers	1 year	1 year
Automobile Register Form #73	After the next quarterly automobile report following report for which register forms were used (6 mos. Maximum)	1 year
Daily List of Absences	90 days	1 year
Administrative files of field office mailing list and change of addresses	6 months	1 year
Office memoranda	1 year	1 year
Monthly Administrative Report	18 months	3 years
Correspondence in Visiting Agents' files	1 year	1 year
Administrative Files of Bureau autos when one year has elapsed for sale or disposition	1 year	1 year
Correspondence from Bureau transmitting pay checks and expense checks	1 year	1 year
Gun vault charge-out records	1 year	1 year
Original assignment cards	1 year	1 year
Agents' Daily Reports	1 year	1 year
Field Office Register #1	2 years	3 years
General Administrative files, including voucher files	3 years	3 years
Inspection Reports and correspondence relating to Inspections and Inspection Reports	3 years	3 years
Office Personal and Confidential Files	3 years	3 years
Cancelled checks, check stubs, SAC's vouchers, bank statements and similar material relating to office confidential fund.	3 years	3 years
Administrative files of Agents (destroy on monthly basis)	1 year	1 year
Assignment cards on closed cases	1 year	1 year
Standard Form 71 (Leave application)	2 years	3 years
CC-318 (Request for Annual Leave)	90 days	1 year
Coded Communications	30 days	1 year
<del>Mail cover cards</del>	<del>Within 30 days after expiration of cover</del>	<del>1 year</del>
<del>Wanted notice cards</del>		<del>Within 1 year after withdrawn</del>
Duplicate copies of serials in closed files	1 year	1 year

EXECUTIVES CONFERENCE CONSIDERATION

On May 20, 1946, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols was unanimously in agreement with the recommendation of the Joint Committee.

However, as to the Monthly Administrative Report copies of which are now retained for an 18-month period, Messrs. Tolson and Glavin were of the opinion they could be destroyed at the end of one year.

The other members of the Conference were of the opinion that they should be retained for a period of three years in order to permit a comparison during the course of inspections as to the volume and handling of particular classifications of cases within an office.

Respectfully,  
For the Conference

Clyde Tolson  
*[Signature]*

E. A. Tamm

RCM:DU

THE DIRECTOR

5/11/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 CIB/HYP

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Glavin, Harbo, Rosen, Hendon and Tracy on May 14, 1946, considered the present policy of handling correspondence in the Single Fingerprint Section of the Identification Division.

For the Director's information, in corresponding with contributors of latent fingerprints for examination, the outgoing report includes a statement that the information is furnished for the "confidential information" of the law enforcement agency.

Messrs. Tolson, Nichols, Clegg, Ladd, Rosen and Hendon are of the opinion that the expression "confidential information" should no longer be used inasmuch as the information is furnished to the law enforcement agency for whatever use it desires to make of same.

Messrs. E. A. Tamm, Glavin and Tracy are opposed for the reason that the use of such an expression has deterred police departments in the past from making available services and information to private attorneys and other private individuals. It is possible for the Bureau to be requested to testify for the defense in instances where a law enforcement officer might make the results of the Bureau's latent fingerprint examination available to the defense. There are and will be instances wherein the latent fingerprint examination eliminates one or more suspects and the Bureau may be called upon to testify for the defense. It is conceivable the Bureau might be requested to furnish testimony for the defense when the law enforcement agency with other evidence might be seeking the conviction of the suspect.

Those in favor of omitting the expression "confidential information" feel the Bureau would get additional publicity and frequent and favorable press comments for its work, particularly in instances where an identification was not made. Those opposed point out the Bureau gets excellent publicity in all cases where an expert actually does testify and in many cases where an identification is made and the suspect pleads guilty and the services of an expert are not needed. They point out that additional publicity in other types of examinations is problematical--some of it might be desirable and again some of it might not be.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

8 MAY 1946  
SJT:db



THE DIRECTOR

May 22, 1946

THE JOINT COMMITTEE

SUGGESTION #123

EMPLOYEE: SA CLARENCE C. GARDNER  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/80 BY SP-5/PH

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That night ~~firearms~~ training be reinstituted in the field.

ADVANTAGES:

1. The war conditions which led to the discontinuance of this type of practice are no longer existent and could now well be held.
2. This type of training assimilates conditions under which Agents must fire upon occasions.
3. Unless Agents are afforded this type of training they would have no familiarity with the amount of time a parachute flare might take under certain wind conditions and as a consequence perform their duties badly.

DISADVANTAGES:

1. Compensatory leave and night differential pay would be involved if training were held leading to an additional administrative burden both in the field and at the Seat of Government.
2. The value of night training is limited and from the instructional standpoint alone perhaps can better be given during daylight hours.
3. Many complications due to fire and safety hazards surround night time training because there is invariably a fire hazard.

RECOMMENDATION:

Unanimously opposed. RECORDED

EXECUTIVES' CONFERENCE CONSIDERATION:

INDEXED  
EX-23

Unanimously opposed by the Executives Conference on May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, Rosen, Hince, McGuire and Ladd.

Respectfully,

For the Conference

Clyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

CC: Mr. Hendon

Mr. Clegg

JUN 3 - 1946

THE DIRECTOR

May 21, 1946

THE JOINT COMMITTEE

SUGGESTION #126

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

*Exec. Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That #3 cards be destroyed daily after review by the SAC.

ADVANTAGES:

1. Conserve the clerical time necessary in maintenance and filing of #3 cards for the year.
2. Conservation of clerical time required in destroying each month's collection when it becomes a year old.
3. The fundamental purpose of the #3 card is to permit the daily location of an Agent and to account for his work over a long period of time.
4. Daily review prior to destruction might lead to some closer day to day supervision.

DISADVANTAGES:

1. The #3 cards are extremely important as a reference file in reviewing the work and activities of any particular Agent.
2. The members of the Committee know of many instances in which the #3 cards several months old had been of extreme value when questions had arisen as to the whereabouts and activities of Agents on particular days.
3. The maintenance of the #3 cards permits an Agent in Charge or other administrative officials to check the work of an Agent over a period of time and can be utilized to achieve better supervision and planning.
4. Together with the daily reports now submitted on the same size form and filed with #3 cards this file permits a quick accounting for the activities of an Agent over a complete year.
5. They are useful in checking an Agent's expense account and the submission of his daily reports.
6. No particular saving in time would be effected by destroying the cards from day to day inasmuch as it takes as much time to destroy cards in this manner as over a year's time. Ultimately the same cards are being destroyed.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/16/00 BY 9-5010

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Hendon

Mr. Clegg

RCH:rs

32 MAY 29 1946

RECORDED & INDEXED

66-2554 4961

SUGGESTION #126

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

7. There would be less supervision through daily destruction on the part of the supervisory staff than is realized under the present system.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, Rosen, Rineo, McGuire and Ladd.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

May 15, 1946

THE JOINT COMMITTEE

SUGGESTION #155

EMPLOYEE: CHIEF CLERK RALPH J. MILES  
SAVANNAH FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/92 BY SP-56 bff

MEMBERS PRESENT:

R. T. HARBO  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That checks and war bonds be transmitted by Field Offices to Resident Agencies where more than one Agent is located under one registry receipt and accompanied by a 3x5 form card receipt to be signed by each employee receiving such a bond or check.

ADVANTAGES:

1. A saving in stamps would be achieved through sending only one registered letter whereas the Savannah Office apparently at the present sends separate letters to each employee with a return receipt serving as an acknowledgement of the material.

DISADVANTAGES:

1. It is not necessary to send such checks and bonds by separate registered letter to the employees.
2. The same purpose which the suggestion contemplates can be achieved by transmitting all bonds and checks to a particular place by one letter, listing the employees receiving the bonds and checks and with the return registry receipt serving as a receipt for all of them.
3. The use of individual form cards would require unnecessary administrative handling and work.

RECOMMENDATION: Unanimously opposed.

It is further recommended that the attached letter go forward to the Savannah Office instructing them to discontinue their present procedure.

RCH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

On May 20, 1946 the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols considered the above suggestion and was unanimously opposed. It is recommended that the attached letter go forward to the Savannah Office.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

JUN 3 - 1946

CC - Mr. Clegg, Mr. Hendon

THE DIRECTOR

May 23, 1946

H. H. CLEGG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/15/90 BY SP-5CIB/P

The Executives Conference on May 20, 1946, those present being Messrs. Glavin, Harbo, Tracy, Nichols, E. A. Tamm, Ladd, Rosen, Hendon, and Clegg, considered the suggestion of Mr. Hince concerning future meetings of the graduates of the FBI National Academy. The Conference unanimously agreed with the following recommendations:

1. That the Bureau seek to discourage District meetings of the graduates; that is meetings of the graduates of several states at some central headquarters in that region. The reason for this recommendation is that those who would have to travel outside their own state would not find it profitable or expedient to assemble in other states unless they were attending a general meeting in Washington.
2. That the Bureau instruct all SACs to encourage the immediate development of State meetings of the graduates of their particular state for the year 1946.

In addition to the above the Conference unanimously recommended that after, or coincident with, the regular graduation exercises on October 4, 1946 there be called to Washington the ranking officers and Board of Governors of the FBI National Academy to explore the possibilities of the future holding of general meetings. The preference expressed by the Executives Conference was that such general meetings be held in Washington; that the associates finance their own entertainment and program and that the Bureau provide retraining for those who attend.

Respectfully,  
For the Conference,

Clyde Tolson  
31 MAY 28 1946

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

52 MAY 29 1946



THE DIRECTOR

MAY 15, 1946

THE JOINT COMMITTEE

SUGGESTION #161

EMPLOYEE: SAC H. A. SCHOF  
BOSTON FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/10 BY SP-5 C. J. M.

MEMBERS PRESENT: R. E. Harbo H. B. Conroy  
R. C. Hendon E. Scheldt

EMPLOYEE SUGGESTION: That the quarterly report submitted on Confidential National Defense informants be eliminated.

ADVANTAGES:

1. The reasons which prompted the requirement no longer exist with the end of the war.
2. Clerical and supervisory time both in the field and at the Seat of Government would be eliminated through elimination of the report.
3. There are no longer the frequent changes as to the volume of informants with the result that the report no longer means much at such frequent intervals.

DISADVANTAGES:

1. The submission of the report automatically requires each field office to survey the ~~list of~~ Confidential National Defense Informants and focus attention upon the identity or unidentity of the coverage.
2. The report gives up-to-date information to the Bureau as to the work of each office in the development of these informants.
3. Information for the report is easily compiled from the index cards.

RECOMMENDATION: Unanimously opposed to the elimination of the report and unanimously favorable that instead of being submitted quarterly, the reports be submitted semi-annually.

RCB/

EXECUTIVES' CONFERENCE ACTION:

On May 20, 1946, the Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols considered this matter and unanimously recommended that the report be submitted semi-annually rather than quarterly as at present.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

MAY 2 - 1946  
Clegg

Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

May 21, 1946

THE JOINT COMMITTEE

SUGGESTION #124

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/10 BY SP-SCI b7c

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

O. Executive Conf

EMPLOYEE SUGGESTS:

That on field office inspections the computation as to <sup>1/2</sup>time spent in the office by Special Agents be eliminated.

ADVANTAGES:

1. This computation is an involved and detailed process requiring a large amount of Agents' time during the inspection.
2. After completion of the computation there is little of value except a few figures to show that the average time spent in the office is 25 or 30%.
3. While this computation was valuable at the time it was started when a great percentage of the Agents were inexperienced and new, it no longer serves a valuable purpose.
4. If an Inspector has reason, based upon other information coming to his attention during an inspection, to make such a computation it can be done but to do so arbitrarily in every inspection is a waste of time.
5. Where an Inspector has reason to question the time spent in the office by any particular Agent, a separate computation as to that Agent can be made without the amount of effort required in the over-all computation.
6. The computation is not particularly valuable since a definite standard cannot be established due to the variables involved.
7. Experience has shown that the Agents in Charge can furnish an adequate answer in those instances where the computation reflects that particular Agents have spent a high percentage of time in the office since it is ordinarily found to be due to special problems or work confronting those Agents.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Hendon  
Mr. Clegg

4-11-46 - 1946

SUGGESTION #124

EMPLOYEE: INSPECTOR T. E. NAUGHTEN

8. The time spent in the computation will pay more dividends if expended along other lines during the inspection.

9. The computation takes accountants away from their work during the inspection and with the present volume of accounting confronting the field it is not worth it.

DISADVANTAGES:

1. The elimination of the computation might tend to make Agents in Charge give less supervision to the time spent in the office from day to day by the Agents.

2. Some little value is perhaps present in knowing what the general percentage of time spent in the offices throughout the field may be.

3. It may be of value to the Inspector to know which specific Agents have spent the greatest amount of time in the office, thus directing his special attention to such Agents to determine whether their time was properly accounted for.

RECOMMENDATION:

Unanimously favorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, Rosen, Hince, McGuire and Ladd.

*[Handwritten signature]*

Respectfully,  
For the Conference

ADDENDUM

Mr. Tolson believes that the computations should be made since they serve the purpose of insuring that Agents in Charge do not permit the Agents to remain in the office from day to day unnecessarily.

*[Handwritten signature]*  
Clyde Tolson

*[Handwritten signature]*  
E. A. Tamm

THE DIRECTOR

May 22, 1946

THE JOINT COMMITTEE

SUGGESTION #142

EMPLOYEE: SA R. GORDON EDDY  
BUFFALO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5 C/B/T

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the Recomar camera be disposed of and no longer utilized.

ADVANTAGES:

1. The Speed-graphic now furnished to all offices will ordinarily perform the same work which can be done with the Recomar.
2. Agents become more efficient in photographic work if they are not confronted by different types of equipment.

DISADVANTAGES:

1. The Recomar, for some purposes, is more efficient than is the Speed-graphic; for example, in copy work.
2. Due to its compactness the Recomar may be preferred for use on certain assignments.
3. The Bureau has a considerable amount of this equipment on hand which is in good working order and of value.

RECOMMENDATION:

Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, Rosen, Hince, McGuire and Ladd.

Respectfully,  
For Executives Conference

INDEXED

Clyde Tolson

MAY 28 1946

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC: Mr. Hendon  
Mr. Clegg

RGH:rs

56 JUN 3 - 1946

THE DIRECTOR

May 22, 1946

THE EXECUTIVE CONFERENCE

ALL INFO  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5C/DH

The Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Ladd, Harbo, Tracy, Clegg, Nichols, Rosen, and Glavin considered a suggestion received from Firearms Instructors Special Agents Shearer and Hale of the New York City Office.

These Firearms Instructors inquired as to the possibility of the Bureau preparing a certificate which would permit them to purchase through the Ordnance Branch of the Army 30.06 Springfield rifles. It was pointed out that the Firearms Instructors stated they could secure such rifles through the Ordnance Department if a certificate for the purchase of such equipment was furnished by the Director and the equipment could be secured at a cost of \$20 to \$25 each; they pointed out if these rifles were bought in the open market they would cost at least \$60 each. Both of these men who are qualified firearms instructors and who can give firearms demonstrations have stated that the rifles could be used in connection with police firearms demonstrations.

Mr. Clegg pointed out to the Conference that the 30.06 rifles are not necessary in connection with firearms demonstrations and the conference unanimously opposed the furnishing of a certificate for the purchase of these rifles by Agents Shearer and Hale from the Ordnance Department inasmuch as the Bureau could not certify that these rifles could be necessary in the official performance of the duties assigned to these Agents.

Respectfully Submitted,  
FOR THE CONFERENCE

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc Mr. Hendon  
Mr. Clegg

RRG:rj

50 JUN 3 - 1946

EX-10 RECORDED  
INDEXED  
E. A. Tamm  
66-255-4967  
32 MAY 28 1946



THE DIRECTOR

May 21, 1946

THE EXECUTIVE CONFERENCE

SUGGESTION BY SPECIAL AGENT LEONARD R. WEBER  
OF THE SAN FRANCISCO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-56 bny

The Executive Conference on May 16, 1946, attended by Messrs. Tolson, Tamm, Glavin, McGuire, Tracy, Ladd and Rosen, considered the suggestion submitted by Special Agent Leonard R. Weber of the San Francisco Office that Probation Flashes be placed with the San Francisco Police Department in view of the practice now followed by that agency of not submitting for clearance through the Bureau's Identification Division fingerprints of persons whose prints have previously been submitted to the Bureau's Identification Division.

The San Francisco Office is being instructed to place these stops with the San Francisco Police Department in those cases where the subject has a prior arrest record with the San Francisco Police Department.

The suggestion comes about to correct the situation whereby these subjects on probation who reside in the San Francisco Bay area are arrested subsequent to their probation on minor offenses and are not printed. The San Francisco Police Department is not current in its work nor do they have the necessary personnel to fingerprint the large number of persons arrested for drunkenness and the like.

The Conference was unanimous in its recommendation that the suggestion be approved.

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson, Chairman

E. A. Tamm

Attachment

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

AP:MD JUN 3 - 1946

RECORDED  
&  
INDEXED  
166-2554-4968  
21 32 MAY 28 1946

THE DIRECTOR

May 16, 1946

THE JOINT COMMITTEE

SUGGESTION #121

EMPLOYEE: SAC TRAYNOR  
SPRINGFIELD FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-561/PT

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~file~~ cabinets in the offices of resident agents not be labeled.

ADVANTAGES: 1. Labeling of the cabinets makes their contents apparent to cleaning personnel and visitors.  
2. Ordinarily, the resident agents are fully acquainted with all contents of the cabinets in the office and the labeling serves no particular purpose.

DISADVANTAGES: 1. Uniformity requires the labeling of all file cabinets located both in headquarters city and in resident agencies.  
2. It is a neat and good business procedure to label such cabinets.  
3. There is no problem whatsoever created even though visitors and cleaning personnel can see labels since they are not confidential but are of a general character.  
4. Labeling of cabinets in resident agencies makes for the more ready location of material contained therein on the part of personnel who are temporarily assigned to the resident agency.

RECOMMENDATION: Unanimously opposed and that SAC Traynor be advised through the attached communication.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives Conference consisting of Messrs. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen, Clegg and Nichols, on May 20, 1946 unanimously opposed this suggestion and recommended that the attached letter go forward to Mr. Traynor.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachment

Mr. Hendon  
Mr. Clegg  
Mr. Naughton

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RGH:rm

MAY 31 1946

THE DIRECTOR

April 19, 1946

THE EXECUTIVES CONFERENCE

~~SECRET~~

[NATIONAL SECURITY FILE] (X) n

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIP/PT

In September, 1945, the National Security File maintained in the Document Section of the Laboratory was made inactive. This file is composed of over 17,000 specimens of handwritten and typewritten communications which have come to the Bureau's attention in connection with security investigations. This file served a definitely useful purpose during the war. (X) n

It was decided last September that the file should be maintained in an inactive status for a period of six months during which time searches would be made through the file only on the authority of an Assistant Director. During the six month period beginning October 1, 1945, 29 searches were made in the file, resulting in 3 identifications. Approximately one hour is required for each search. Most of the searches made during the past six months were made in October. (X) n

On April 17, 1946, the Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Mumford, Rosen and Harbo were unanimously of the opinion that the file be continued in its present inactive status for a period of six months and that at the end of this period the question of the final disposition of the file be further considered. It was pointed out that the file contains a great number of specimens of handwriting of Communists and that conceivably at some future date it might be considered desirable to go through the file and select that material for reference purposes. Such a process would require a substantial amount of personnel time and it is not believed feasible nor desirable at present. (X) n

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

Clyde Tolson

RECORDED

E. A. Tamm

166-2554-4970  
FBI  
55 MAY 29 1946

Classified by SP-5 CIP/PT  
Declassify on: OADR

cc-Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

~~SECRET~~

INITIALS ON ORIGINAL

JUN 4 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

SUGGESTION #213

EMPLOYED: EULA H. MARQUETTE  
NEW ORLEANS FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIP/MS

MEMBERS PRESENT: R. T. Harbo  
R. C. Hendon

E. L. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That Form FD-107 be discontinued and that Form FD-22 be the only form utilized for the maintenance of individual property records for Special Agents.

Form FD-107 is a card upon which is listed the property assigned to each Agent which is kept up to date as changes occur. These cards for all Agents are kept in one place. Form FD-22 is the annual inventory of the property assigned to each employee, a copy of which is maintained in the personnel file.

ADVANTAGES:

1. It is cited that the elimination of the form FD-107 would eliminate duplication of records and effort.

DISADVANTAGES:

1. The purpose of the two forms is entirely different since form FD-107 is to keep an up-to-date, day to day record of the property charged to individual employees all in one place for ready change and reference. Form FD-22 is used to advise the Bureau of the property assigned to individual employees on an annual basis, and there is no requirement that it be kept up to date through entering interim changes.

RECOMMENDATION: Unanimously opposed and that the New Orleans Office be instructed to discontinue its present procedure of making interim changes on form FD-22 which requires pulling of the personnel files involved. Secondly, that Form FD-107 be revised when next printed to eliminate the phrase contained thereon instructing that it is to be filed in the personnel files of the Special Agents, which instruction has previously been eliminated. It is suggested that the attached letter go forward to the New Orleans Office and the attached memorandum to Mr. Glavin.

REH:LR

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

5 1946

116-2554-4971

MAY 20 1946

Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince, Ladd, and Harbo) unanimously agreed with Joint Committee recommendation.

REH

COPY:FC

SAC, KANSAS CITY

MAY 6, 1946

DIRECTOR, FBI

Reference is made to the memorandum of Stenographer Lonnie W. Wege addressed to you under date of March 4, 1946, suggesting that a change be made in the procedure whereby a case is opened on an individual who has been arrested by some law enforcement agency located within the field division upon which inquiry must be made of some other field division regarding his Selective Service status.

The suggested procedure is entirely in accordance with existing Bureau policy. Accordingly, it is desired that effective immediately you discontinue the practice of opening individual cases in these situations.

The individual serials relating to the inquiry which usually consists of a Selective Service "no card" type should be given the same serial number identified by letters "A", "B" and so forth and placed in the "25-0" file. The foregoing applies in the event the reply from the auxiliary field division indicates no violation exists. Of course, in the event the violation is found to exist and investigation is necessary, a case file should be opened in the usual manner.

RTH:ER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY 88-50101P

5/2/46 - approved by Exec. Conf

Messrs. Tolson, E.A. Tamm, Glavin, Q. Tamm, Hendon, Clegg, Ladd, Rosen, Harbo.

COMMUNICATIONS SECTION  
MAY 7, 1946

RECORDED

166-2554-4972  
F B I  
76 MAY 27 1946

INITIALS ON ORIGINAL

52 JUN 21 1946

ORIGINAL COPY FILED IN 66-6200-25-1138



COPY:

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 17, 1946

FROM : A. ROSEN

SUBJECT: HONORABLE DISCHARGE BUTTON DESIGN  
IN ARTICLES FOR PUBLIC SALE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-SCI/bmf

The War Department has recently amended Section 7 of the Army Regulations 600-90. This section previously stated that approval in writing must be obtained from the Secretary of War before designs of War Department insignia could be legally incorporated in the manufacture of articles for public sale. The amendment makes an exception in the case of the discharge button. The amended portion of Section 7 reads as follows:

".....The Secretary of War hereby authorizes the incorporation of the design of the service lapel button in the manufacture for public sale of articles which are not intended or suitable for wear as lapel buttons, or lapel buttons with pin attachments."

Throughout the field, numerous instances have come to the attention of the Bureau whereby various articles containing the design of the discharge button are being sold to anyone and everyone, without requiring proof of an honorable discharge as is necessary in the case of the regulation discharge button. The Department was requested, therefore, to give an opinion on the meaning of the above section.

By memorandum dated April 8, 1946, the Department has advised that after a conference with members of the Judge Advocate's Office it has been decided that in view of Section 7, as amended, any person, even though he is not entitled to wear the honorable discharge button, may nevertheless purchase and wear costume jewelry containing its design so long as the article is not capable of being worn as a lapel button. It was the further opinion of the Department that stores do not have to obtain authority from the War Department to engage in the sale of such articles.

In view of the numerous instances which will confront the field, it is suggested that the attached bulletin be issued.

Attachment:

ADDENDUM: Approved by the Executive Conference May 20, 1946, with Messrs. Tamm, Glavin, Hendon, Harbo, Ladd, Tracy, Clegg, Nichols and Rosen in attendance.

Director's notation: "OK H."

ELB:kmh/LAK

RECORDED

F B I

47 MAY 29 1946

EX-10

21 - TRANSMITTING NO STAMP

50 JUN 6- 1946

ORIGINAL COPY FILED IN 66-2554-4973

THE DIRECTOR

May 16, 1946

THE EXECUTIVE CONFERENCE

FUGITIVES - BOND DEFAULT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/15/91 BY SP-5 C/OTW

The Conference considered the proposed bulletin relative to Departmental Circular #3923, Supplement #1, which contains instructions to United States Attorneys to refer all cases of bond default to the FBI.

The Departmental Circular was brought to the Bureau's attention prior to its being sent to the field by the Department and was considered by the Executive Conference and the Director approved the recommendation that the Criminal Division be orally advised that the proposed bulletin met with the Bureau's approval. This advice was given to the Department following the consideration by the Executive Conference and the Director's approval. Mr. Ramsey was advised of the approval on March 29, 1946. The Bureau did not issue any instructions to our field offices until advice was received from the Department that the bulletin would be issued by the Department. On April 18, 1946, a bulletin dated March 18, 1946 was received by Mr. Nathan in Division Five and inasmuch as the investigations will amount to fugitive investigations the matter was referred to Division Six shortly after April 18, 1946. A proposed bulletin was prepared on this matter on April 25, 1946. It was redated and submitted to the Conference on May 10, 1946.

The proposed bulletin is advice to the field of the policy which will be followed by the Bureau in these cases. It points out that where a subject forfeits a bond and becomes a fugitive the FBI will conduct an immediate investigation to locate that fugitive, whether or not the FBI had jurisdiction over the original offense. Instances of this nature occurring in those cases which were within the substantive jurisdiction of the Bureau will be handled as is currently being done. We have heretofore looked for fugitives whose bonds have been forfeited in those instances where the bond forfeiture arose out of a matter which was originally handled by the Bureau.

In those cases where the bond default arises from an investigation not within the Bureau's jurisdiction it is pointed out that such cases will be handled under a new character of "Bond Default" and will be assigned classification number "115". These subjects will be fugitives from the inception of the investigation.

Those in attendance at the Conference were Messrs. Tolson, Glavin, McGuire, Tracy, Ladd and Rosen.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUN 5 - 1946

RECORDED

166-4-4974  
F B I  
MAY 29 1946

ORIGINAL COPY FILED IN

Memorandum for the Director

On May 14, 1948, Mr. Tamm desired to record his views as being opposed to the Bureau's accepting jurisdiction in defaulted bail bond cases except in those situations within the primary jurisdiction of the Bureau. He feels that to do otherwise would make the Bureau a collecting agency for the scheming, chiseling, robbing, professional bail bondsmen, who when word gets around that the Bureau will apprehend all bond defaulters, will not hesitate to write bonds in any type of case in which they can grasp a few dollars, secure in the knowledge that in the event of default the Bureau will produce their pawn. He feels that it is impractical to estimate the cost of apprehending the bond defaulters so that those costs could be assessed against the bondsmen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon  
Mr. Clegg

THE DIRECTOR

May 27, 1946

EXECUTIVE CONFERENCE

ORIGINAL TRANSCRIPTS TO POLICE

On May 27, 1946, the Conference composed of Messrs. Tolson, E.A. Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo, considered the suggestion of Special Agent A. G. Feehan of the Laboratory with reference to the practice of sending criminal transcripts to police in laboratory fraudulent check cases. At present, when an identification is effected between handwriting appearing on a check submitted by a police department and signatures appearing on that same procedure is changed so that only a copy of the photograph of the person identified be forwarded to the police contributor. Under this suggested procedure the criminal transcript would not be forwarded unless specifically requested.

Generally, the transcript and photographs are transmitted by a separate letter in order not to hold up the Laboratory report until the criminal transcript is obtained from the Identification Division. There are approximately 10 such letters to police agencies each week.

The Conference was of the opinion that the value to the police contributor of receiving the criminal transcript along with a copy of the photograph far outweighs the small saving in personnel time which would result if the suggestion were adopted.

The recommendation of the Conference was unanimously unfavorable.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/15/10 BY SP-5 CBR

# 323,013

RECORDED

INDEXED

23 MAY 31 1946

1946  
London

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